MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN UNION AVIATION SAFETY AGENCY

for the EUROPEAN UNION

Change 7
Effective Date of November 18, 2019

Revision History

Version #	Date	Revision Description	Prepared By
Original	05/03/2011	Original Version	David Rowland
Change 1	11/22/2011	Updated to include various technical and editorial changes (identified by change bars on the left margin). Significant changes include updates to FAA Annex to EASA Form 6 and the inclusion of policy regarding the use of FAA Form 8130-3 and EASA Form 1 in special cases.	Daniel Reyes
Change 2	10/31/2012	Updated to include various technical and editorial changes (identified by change bars on the left margin). Significant changes include the following: • FAA Sample Audit of an Aviation Authority (AA). • FAA Annex to EASA Form 6. • Inclusion of BOB decision 003 with regards to line stations change to Annex 2. • Addition of EASA definition of standard parts in the Sample EASA Supplement. • Adaptation of EASA Form 9 FAA Recommendation to the new line station policy. • Rewrite of the comparison table ratings (specialized services). • Rewrite of Para. 8 of the Sample EASA Supplement using the TIP language. • Clarification of existing language in Sections B and C, definitions, etc.	Daniel Reyes
Change 3	11/27/2013	Updated to include technical and editorial changes (identified by change bars on the left margin). Significant changes include the following: • Added time frame to implement the changes to the MAG- Section A, Part I, Paragraph 2.3 • Added requirement for FAA and EASA to coordinate external audits (e.g., OIG audits) – Section A, Part I, Paragraph 2.5 • Conversion of geographic authorization to line maintenance authorizations – Section A, Part VI	Daniel Reyes

Version #	Date	Revision Description	Prepared By
		• Revised line maintenance authorizations and line stations requirement to reflect BOB decision 003 - Section B, appendix 1, Paragraph 18 and Section C, Part I, Paragraph 8.4.4 (note) • Added provision to address level 1 and level 2 findings – Section A, paragraph 4.5.13. • Added requirement to provide repair station information in Section B Part I para 3.10, part II para 2.2 and appendix 3. • FAA's use of the available risk management tools- The RSAT and risk management process (RMP)- Section A – introduction, Paragraph 4.4, and Section C, Part II, paragraph 3.1 • Transition process has been removed- Section A, Part VII, Paragraph I, Section B, Part VIII and Section C, Part VII, paragraph 1 • Added Regional coordinators office identifiers- Section A, Appendix 1 • Included OpSpecs references to items listed in Appendix 6 (FAA Annex to EASA Form 6) – Section A, Appendix 6. • Clarified Work Away and D100 Procedures- Section B, Part V, Para 1.1. • Added a note in Section B, Appendix 1, Para. 18 regarding the use of eVID for EASA line stations • Added provision for AMO's to notify FAA through the AA when adding and deleting line stations – Sections C, Appendix 1 • Added a provision in the use of used components with a maintenance release IAW air carriers CAMP – Section C, Appendix 1 • Added a provision in the use of used components with an EASA form 1 triple release (EASA, FAA, TCCA) – Section B and Section C, Appendix 1	
Change 4	01/29/2014	Editorial changes as follows (identified by change bars on the left margin): • Section A, Appendix 6, FAA Annex to EASA Form 6: update of PTRS codes in line item 12. • Section B, Appendix 1, Paragraph 10 and Section C, Appendix 1, Paragraph 7: "block numbers" updated as a result of changes to FAA Order 8130.21 and "block number" updates to FAA Form 8130-3.	Daniel Reyes

Version #	Date	Revision Description	Prepared By
Change 5	09/09/2015	Updated to include technical and editorial changes (identified by change bars on the left margin). **Section A:** • Added provision in Part I, Paragraph 3 – Recurrent training in the form of a briefing in eLMS. • Added provision in Part I Paragraph 3.1 – Publication of TSA rule. • Added provision in Part II, Paragraph 1.3 – Coordination between the FAA Regional Coordinator and National Coordinator regarding conduct of inspections. • Added provision in Part I, Paragraph 1.8 – EASA to provide the FAA " EASA visit report AA" (Appendix 4) , assist EASA/FAA. • Paragraph 3 – Clarified EASA's role in FSEP. • Added provision in Paragraph 4.2 – SIS team member training requirements. • Added provision in Paragraph 4.4 – Use of risk management process to determine the sampling inspection. • Added provisions in Paragraph 4.5 - The areas to be sampled are based on risk identified as level 1 and level 2. Results must be entered in PTRS. • Added provision in Paragraph – The FAA to provide a report to the JMCB on systemic issues identified during the SIS visit over the previous year. • Part VI, Paragraph 1.6 – Clarified training requirement for AA's of a member state that is undergoing a transfer. • Revised Appendix 5 and 6 in its entirety to provide clarity and drop down boxes. • Added provision in Appendix 8 item 15 – Requirement the AMO's comply with the air carriers CAMP. • Added a new appendix 8, SIS Audit of EU-located, FAA-certificated AMO • RII inspectional personnel different than the personnel that performed the maintenance task • (b) AMO to receive written approval from the air carrier. • Added provision in Appendix 7. The FAA will issue amended Ops Spec to accommodate those aircraft that the AMO does not hold equivalent ratings but holds an equipment rating to allow AMO's to perform test and inspections of ATC	Daniel Reyes

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		transponders, altimeters and altitude reporting equipment installed on US registered aircraft. • Appendix 7 - Clarified FAA's Equivalent rating to EASA's D-1 NDT rating. • Changed EASA organization structure and position titles. • Redefined/clarified responsibilities of FAA/EASA/AA. • Clarified the SIS process. • Added definitions responsibilities on FAA coordinator, National coordinator, and FAA regional coordinator • Eastern regional coordinator responsibilities have been reassigned to AFS 50 • Added EASA new Organizational structure and identifiers • FAA Country coordinator's responsibilities previously under FRA/IFO are realigned under AFS 50 with new job title as FAA coordinator. • Appendix 5 (audit report 1) and appendix 6 (Audit report 2) are renamed revised in entirety • Added new appendix 8 (audit report 3) **Section B:** • Added provision in Part III, paragraph 2, FAA to inform EASA within 3 business days of any changes to a current certificate. • Revised Part III, Paragraph 2.1 - Parts of the EASA Form 9 to be completed in the case of change or amendment. • Added provision in Part III, Paragraph 2 – Added a note to allow repair stations to continue issuing an 8130-3 dual release Pending name change. • Provided clarification in Appendix 1, Paragraph 10 (h) Requirement to have procedures in the RSM/QCM for maintaining and revising the roster in lieu of identifying the roster in the RSM/QCM. • Provided clarification Appendix 1 Paragraph 10 – Revised instructions when a FAA 8130-3 Form is issued with exceptions used for US and Europe. • Added provision in Appendix 1 Paragraph 14 (d) – added a requirement to develop an	

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		audit plan annually to include 14 CFR Part 43 and Part 145 and EASA special conditions. • Paragraph 18 – Added a note regarding EASA line stations to be the same as listed in D 107. • Appendix 1, Paragraph 10 (k) Use of the term “Must” where applicable instead of “Should” **Section C:** • Part I, Paragraph 1.5 – Revised method of determining fees. • Added provision in Part I, Paragraph 9 – requirement for FAA to notify TSA when they have concluded the certification. • Added provision in Part III, paragraph 3 AA to inform FAA within 3 business days of any changes to a current certificate. • Added provision in Part III, Paragraph 3 – Added a note to allow repair stations to continue issuing an EASA Form 1 dual release pending name change. • Added provision in Part III, Paragraph 3 – AA to submit documents to the FAA within 3 business days. • Added provision in Part III, Paragraph 4 – FAA will forward FAA Form 8000-4, Air Agency Certificate, Repair Station Operations Specifications, with applicable limitations to the AMO within five business days. • Appendix 1 Paragraph 7 – Revised instructions when a FAA 8130-3 Form is issued with exceptions used for US and Europe. • Appendix 1, Paragraph 8 – Revised procedures in reporting unairworthy conditions to the FAA. • Appendix 1, Paragraph 7(c) Use of the term “Must” where applicable instead of “Should” • Paragraph 12 – Revised procedures for AMO when complying with air carriers manual. • Paragraph 13 – Revised procedure for AMO when deviating from air carriers manual. • Appendix 4 – revised section D	
Change 6	06/01/2016	Updated to include technical and editorial changes (identified by change bars on the left margin).	Daniel Reyes

Version #	Date	Revision Description	Prepared By
		Significant changes include the following: • Changed oversight system to Safety Assurance System. • Redefined coordinator roles regarding the IFO position. • Updated office AFS symbols. • Corrected repair station/AMO references. • Re-write of Section B (paragraph 10) and Section C (paragraph 7). • Changed references to (EU) 1321/2014. • Updated Section C to reflect switch to e-mail process for OpSpecs.	
Change 7	11/18/2019	Updated to include various technical and editorial changes. Significant changes include: • Future of Flight Standards terminologies (global change) • FAA Regional Specialist title change (revised to FAA Coordinator AFS 300) (global change) • FS Quality Assurance staff title change (revised to Safety Risk Management) (global change) • European Aviation Safety Agency title changed EASA acronym remains the same (revised to European Union Aviation Safety Agency) (global change) • EC regulation change to Regulation (EU) 2018/1139 Council of 4 July 2018 (global change) • EU regulation changes to Commission Implementing Regulation (EU) No. 628/2013 (global change) • EASA email address updated (global change) • FAA New York IFO email address updated (global change) • Changes to MAG expected to be reflected in EASA, FAA and AA's procedures and policies, Section A, I General, paragraph 2.2.3 • Training requirements clarified, Section A, Section I , paragraph 3.3.1, 3.3.2 • New title: EASA FS Principal Coordinator Approvals & International Relations, Section A, Section I, paragraph 6.6.2(1)and(2) • JMCB meeting revised based on agenda, Section A, Section I, paragraph 7 • FAA Coordinator (IFO) responsibilities revised, Section A, Section IV, paragraph	FS-300

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		12 • Revised PAH by removing reference to TCCA, Section A, Section IV, paragraph 19 • Updated Appendix 1 Contacts and added Hungary, Section A, Appendix 1 • Revised evidence of need, Section B, Section I, paragraph 2.2.1 • Revised FAA Actions to require the FSO to retain a copy in compliance with most recent change to the MAG, Section B, Section 1, paragraph 3.3.1 and 3.3.10, and Section II, paragraph 1.2.2 • Added requirement of immediate notification to EASA of Level 1 findings, Section B, Section II, paragraph 2.2.4 • Revised work away from fixed location and added Note, Section B, Section V, paragraph, 1 and 1.1.2 • Revised FAA Actions when repair station surrenders EASA approval, Section B, Section VI, paragraph 3.3.2 • Revised Note in Appendix 1, Section B, Appendix 1, paragraph k(1) • Added paragraph addressing components acceptable to other BA's, Section B, Appendix 1, paragraph k(1)vii, and k(2)iv • Added provisions for release of components non-US type certificated, Section B, Appendix 1, paragraph n(1)(2)(3)(4)(5)(6)(7) • Clarified EU registered aircraft release to service i/a/w EASA part 145.A.50, Section B, Appendix 1, paragraph 12(d) • Added EASA online platform email address for reporting unairworthy conditions, Section B, Appendix 1, paragraph 13(a) • Added EASA email address for contracting audit function for EASA requirements, Section B, Appendix 1, paragraph 14(vi) • Clarified contract maintenance, Section B, Appendix 1, paragraph 16 and 16(a)(b), 3(i), 4 • Revised EASA supplement line station requirements, Section B, Appendix 1, paragraph 18(e)(2) • Revised work away from fixed location EASA supplement, Section B, Appendix 1, paragraph 19(a)and (b) and added Note • Statement of need added to align with Section B, Section C, Section I, paragraph 1.1.2 • Added 60 day notice to applicant	

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		responsibility, Section C, Section I, paragraph 7 • Added approved maintenance function information, Section C, Section I, paragraph 9.5.1 • Added FAA NY IFO email address for FAA certificate changes/amendments, Section C, Section III, paragraph 1.1.1, 1.1.2(a)(b), paragraph 2.2.1 • Revised acceptability of component information, Section C, Appendix 1, paragraphs 7 C, C(1)(a)(i)(ii)(iii)(iv)(v) and Notes, paragraph 7 C, C(1)(x), C2(a)(i)(ii)(iii)(iv)(vi) • Added provisions for possible cases of components after maintenance, Section C, Appendix 1, paragraph 2(d)(e) and US and EASA return to service entries • Added release for components used in a FAA TC/STC, Section C, Appendix 1, paragraph 2(f)(1)(2)(3)(4)(5)(6)(7) • Revised contract maintenance information, Section C, Appendix 1, paragraphs 10 and 10(3)(i) • Removed critical component information from major repairs and alterations, Section C, Appendix 1, paragraph 11	

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Section A – Authority Interaction

(Not applicable to Industry)

Introduction

This Maintenance Annex Guidance, (hereinafter referred to as MAG) is subdivided into Sections A, B, C, and D. The MAG details European Union Aviation Safety Agency (EASA), Federal Aviation Administration (FAA), and applicant actions required to be taken in order for an FAA-certificated 14 CFR part 145 repair station primarily located in the U.S. to be approved to EASA Part-145; and for an EASA Part-145 Approved Maintenance Organization to be approved to 14 CFR part 145, in accordance with the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety (the Agreement).

The United States (U.S.) requirements for maintenance at U.S.-based repair stations are contained in the Code of Federal Regulations (CFR), Title 14, part 145, Repair Stations (hereinafter referred to as 14 CFR part 145) and 14 CFR part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration. Guidance material, policy, and procedures are contained in FAA advisory circulars, orders, notices, and policy memoranda.

The European Union (EU) requirements for maintenance are contained in the Regulation (EU) 2018/1139, of the European Parliament and of the Council of 4 July 2018, Commission Regulation (EU) No 1321/2014, Annex II, (hereafter referred to as EASA Part-145) and associated EASA Acceptable Means of Compliance (AMC), and Guidance Material.

The FAA and EASA have established the differences between EASA Part-145 and 14 CFR part 145. These differences are listed as Special Conditions in the Maintenance Annex as agreed between the EU and the U.S. As a result, a U.S.-based, FAA-certificated 14 CFR part 145 repair station, when in compliance with EASA published maintenance special conditions, may apply for an EASA Part-145 approval. An EU-based, EASA Part-145 approved maintenance organization, when in compliance with published FAA maintenance special conditions, may apply for a 14 CFR part 145 approval.

The Agreement permits reliance on each other's surveillance systems to the greatest extent possible. The FAA and EASA have agreed to conduct surveillance of each other's compliance with the special conditions. For the FAA, the frequency of surveillance is based on the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS). Specifically, Volume 10 provides the policy for developing and executing baseline risk-based surveillance activities. The Safety Assurance System (SAS) uses risk to modify the work program using risk-based concepts that allow the aviation safety inspector (ASI) to target specific areas of elevated risk. For EASA and the Aviation Authorities, the frequency of surveillance is published in EASA Part-145, Section "B."

I General

1. **Purpose.** The purpose of this section of the Maintenance Annex Guidance (MAG) is to define the procedures and activities of the Federal Aviation Administration (FAA), the European Union Aviation Safety Agency (EASA) and the Aviation Authorities (hereinafter "AA") required to implement the Maintenance Annex (Annex 2 of the Bilateral). As described in Annex 2, Article 4.1, EASA, FAA, and AAs, where applicable, shall accept each other's inspections and monitoring of repair stations/maintenance organizations, for findings of compliance with their respective requirements as the basis for the issuance and continued validity of certificates. Within Section A, 14 CFR part 145 repair stations and EASA Part-145 maintenance organizations are referred to as maintenance organizations.

2. **Communications.** Revision to maintenance organization approval oversight systems (Annex 2, Article 4.10).

2.1 The FAA, EASA, and AA need to keep each other informed of significant changes within those systems, such as:

2.1.1 Statutory responsibilities;

2.1.2 Organizational structure (e.g., personnel, management structure, technical training, office location); and

2.1.3 Significant revisions to maintenance organization approval oversight systems standards or procedures.

2.2 Revision by the FAA, EASA, or an AA to its regulations, acceptable means of compliance, guidance material, policies, procedures, or organizational structure, which may affect the basis and the scope of this guidance, should be notified in a manner consistent with Annex 2, Article 4.10. Accordingly, upon notice of such changes by the FAA or EASA, either agency may request a meeting to review the need for amendment to this MAG.

2.3 Changes to the MAG shall be implemented, as applicable, within 90 days after the effective date of the change. Changes to the MAG are expected to be reflected in EASA, FAA Flight Standards Office (FSO), and AA procedures and policies, as applicable, in order to ensure a consistent and harmonized approach at all levels.

2.4 The list of contact points for the various technical aspects of the Maintenance Annex, including communication of urgent issues, is located in Appendix 1 of this section.

2.5 In case of an external audit by a U.S. or EU official body (e.g., the Office of Inspector General (OIG)), the FAA and EASA will coordinate the audit activities. The point of contact to coordinate these activities will be between the Aircraft Maintenance Division (AFS-300) and the EASA Standarisation Department.

3. **Training.** In order to comply with the MAG and the requirements of the Maintenance Annex, FAA aviation safety inspectors (ASI) with assigned repair stations holding an EASA approval, EASA and FAA inspectors in charge of Sampling Inspection System (SIS) visits, and AA inspectors with assigned aircraft maintenance organisations (AMO) holding FAA approval shall receive initial training upon oversight assignment and recurrent training every 2 years thereafter.

3.1 The initial training and recurrent training shall cover the Agreement, its applicable annexes, the MAG (including applicable special conditions), and the certification procedures contained in the MAG. All training provided (initial and recurrent) should be appropriately recorded in the individual training records of the affected staff.

3.2 Recurrent training should be implemented before the 2-year training requirement if there are changes or revisions to the MAG prior to the recurrent training timeline. The methods used for training are defined by the Technical Agents and the AAs.

4. **Technical Consultations.** The FAA and EASA Directors of Flight Standards, or designees, agree to consult annually to review progress on implementation and propose changes as needed. This will include technical issues and resolve technical disagreements.

5. **Aircraft Repair Station Security.** On January 13, 2014, the Transportation Security Administration (TSA) final repair station security rule was published (Title 49 U.S.C. 44924). The rule became effective on February 27, 2014. After this effective date, the FAA has resumed the application process of foreign repair stations pursuing certification under 14 CFR part 145. The FAA will notify the TSA when an FAA 14 CFR part 145 certification has concluded and an Air Agency Certificate is issued.

6. **Interpretations and Resolution of Issues between FAA and EASA.**

6.1 The FAA and EASA agree to address interpretations and resolve issues through consultation or any other mutually agreed-upon means. Every effort shall be made to resolve the issues at the lowest possible level.

6.2 To address interpretations and resolve issues, the FAA and EASA have agreed to use the following processes. (If an AA is involved, EASA shall ensure adequate coordination.)

(1) For facilities located in the United States, the first point of contact for the FAA is the appropriate FAA Coordinator (AFS-300) who must coordinate issues with the EASA FS1.	(1) For facilities located in Europe, the first point of contact is the AA contact listed in Appendix 1, who is going to coordinate issues with the FAA Coordinator (AFS-54) with copy to the EASA FS1.
(2) If resolution cannot be reached, the issue should be expeditiously raised to the FAA National Coordinator (AFS-300), who must consult with the EASA FS Principal Coordinator Approvals & International Relations.	(2) If resolution cannot be reached, the issue should be expeditiously raised to the EASA FS Principal Coordinator Approvals & International Relations, who must consult with the FAA National Coordinator (AFS-300).
(3) If resolution cannot be reached, the issue must be expeditiously raised to the FAA Executive Director of Flight Standards, who may consult with the EASA Director of Flight Standards.	(3) If resolution cannot be reached, the issue must be expeditiously raised to the EASA Director of Flight Standards, who may consult with the FAA Executive Director of Flight Standards.

6.3 Issues that cannot be satisfactorily resolved between the FAA and the EASA Directors of Flight Standards on an ad hoc basis shall be added to the agenda for the next formal Joint Maintenance Coordination Board (JMCB) meeting for further consideration.

6.4 Issues that cannot be resolved by the JMCB must be forwarded to the Bilateral Oversight Board for resolution. (The Bilateral Oversight Board is a joint executive level group responsible for effective functioning of the Agreement.)

7. Joint Maintenance Coordination Board Meetings. The JMCB under the leadership of the FAA and EASA Directors of Flight Standards should meet at least annually to review progress and propose changes to this MAG. The meetings should rotate between the United States and Europe, with one meeting hosted by the FAA and one by EASA, unless otherwise agreed. The duration of each meeting should be based on the agenda.

7.1 Meeting attendees should include the offices responsible for the technical coordination of this guidance and additional officials of the FAA, EASA, and the AAs as needed to address the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organizations may be invited to participate.

7.2 The host is responsible for meeting minutes and action items that are centrally tracked.

7.3 The JMCB has to:

7.3.1 Report unresolved issues to the Bilateral Oversight Board, and

7.3.2 Ensure the implementation of any decisions reached by the Bilateral Oversight Board.

8. **Taskings/Subgroups.** The JMCB may charter subgroups to address specific technical issues and make recommendations for amendment to the Agreement or revisions to the guidance.

9. **Revisions.** The JMCB will approve revisions to this guidance as necessary. These revisions become effective within 90 days after the date of the change.

II **Cooperation in Quality Assurance and Standardisation Activities.** In order to promote continued understanding and compatibility with each other's maintenance systems, the FAA and EASA need to consult and share information on quality assurance and standardization activities. For this purpose, the FAA and EASA focal points should meet and communicate on a regular basis to exchange annual schedules to allow for mutual attendance as observers in each other's activities, and to discuss significant audit findings and reports as a result of these activities. The designated focal points should submit the record of such meetings and recommendations, with appropriate supporting materials, to the JMCB.

1. Implementation of the EU-EASA Standardisation in EU Member States.

1.1 Data and Requests for Information. The EASA Flight Standards Directorate shall, upon request by the FAA, provide appropriate information regarding the annual summary of audit reports for countries listed in Annex 2, Appendix 2.

1.2 FAA Involvement as Observers. FAA representatives have the right to participate as an observer in the Standardization Inspection Team visits. The annual program is going to be raised as required by Commission Implementing regulation (EU) No 628/2013. The FAA shall follow the procedures referred to under Section A, Part II, paragraph 1.7 detailed below.

1.3 Conduct of Inspections.

1.3.1 The FAA Coordinator (AFS-54) will provide the FAA National Coordinator (AFS-300) with an annual EASA standardization inspection program, as amended. EASA's Flight Standards Directorate publishes the guidance for team member qualification and the inspection procedures applicable to a team carrying out a standardization inspection of an AA.

1.3.2 In order to assist EASA in planning and managing the standardization inspection visit schedule and teams, the FAA shall notify the EASA FS Principal Coordinator Approvals & International Relations in writing one month in advance indicating which visits FAA representatives wish to attend as observers.

1.4 Preliminary Meetings. These may be held only at EASA HQ in Cologne, if deemed necessary between the inspection team and the AA national standardization coordinator.

1.5 Onsite Visit. Onsite visits are to be conducted including opening and closing sessions at the AA main or regional offices. The visit may include inspections of undertakings under the AA oversight and verification for AA compliance with the Agreement including the FAA Special Conditions.

1.6 Inspection Reports of AA.

1.6.1 Findings of non-conformity identified against the AAs will be addressed in accordance with Articles 10, 16, 17, and 18 of Commission Implementing Regulation (EU) No 628/2013. Upon request, these inspection reports, applicable to Annex 2, will be made available to the FAA National Coordinator detailed in Appendix 1 of this guidance in accordance with Section A, Part II, paragraph 1.1.

1.6.2 EASA shall make available to the FAA National Coordinator an annual standardization report including a summary of all standardization inspections carried out during the year. The summary must be limited to those audit elements pertaining to the Agreement, Annex 2, and the MAG.

1.7 Regulations and Procedures. EASA standardization of Member States will be carried out in accordance with the Regulation (EU) 2018/1139 and Commission Implementing Regulation (EU) No 628/2013, which are used to establish the EASA working methods of standardization teams for conducting standardization inspections within the European Union.

1.8 EASA Verification of Compliance with Special Conditions.

1.8.1 EASA monitors the AAs of the Member States listed in the Maintenance Annex, Appendix 2, to ensure compliance with the terms of the Agreement, Annex 2, to Commission Regulation (EU) No 1321/2014 (EASA Part-145), and the FAA special conditions. The audit schedule may not be synchronized with the EASA standardization inspection schedule. Visit frequency is determined on risk.

1.8.2 EASA shall determine a visit schedule and provide it to the FAA. They will notify the FAA Coordinator (AFS-54) of the individual visit schedule 2 months in advance and invite them to attend as observers during the visit. Use of the checklist detailed in Appendix 4 (EASA Visit Report AA) of this guidance will assist EASA in determining confidence in the Member States' AAs for compliance with the terms of the Agreement. Upon completion of this visit, the checklist will be provided to the FAA Coordinator (AFS-54) as a source of information useful in determining future SIS candidates.

1.8.3 To prevent duplication of work and to increase the effectiveness of the visits, the visit schedule will take into account the FAA's annual Sampling Inspection System schedule as described in Section A, part II, paragraph 4.

2. EASA Sampling Inspection System in the U.S. (SIS). The EASA Flight Standards Directorate should establish a sampling visit schedule to check that the Agreement is being implemented in the United States in accordance with its terms.

2.1 Objectives.

2.1.1 To monitor the FAA application of the Maintenance Annex to the Bilateral Agreement to ensure that the Annex is applied in a consistent manner such that any organization approved and listed by EASA in accordance with the provisions of the Bilateral Agreement meets a standard equivalent to that required of an EASA Part-145 organization.

2.1.2 To assist the FAA and U.S. industry in understanding the differences between 14 CFR part 145 and the relevant EASA regulation(s) for maintenance organizations and any procedural differences associated with implementation of the Bilateral Agreement as appropriate.

2.2 Mode of Operation.

2.2.1 In order to achieve the objectives listed above, the SIS teams will perform sampling visits of FAA offices and repair stations.

2.2.2 When the SIS Team perceives problems with compliance with maintenance standards and the special conditions, such problems are to be reported on the EASA Visit Report AMO (see Appendix 2 of Section A) to the FAA and the company concerned. The EASA Visit Report of the FAA FSO (see Appendix 3 of Section A) will be provided to the FAA.

2.3 SIS Team Composition.

2.3.1 Each SIS Team should consist of two experienced maintenance inspectors/surveyors, and can be selected from EASA staff with additional staff from AAs. Each team may include a third maintenance inspector/surveyor undergoing team familiarization.

2.3.2 The FAA Coordinator (AFS-300) shall accompany the SIS Team during the visit to ensure consistency and standardization.

2.4 SIS Team Visit Program. SIS Teams should visit the FAA offices and repair stations at a frequency to ensure that standards are being achieved and, therefore, the frequency may vary based on risk assessments. The EASA Flight Standards Directorate should determine a visit schedule based on risk and provide it to the FAA. The final dates of a specific visit should be provided to the FAA by December 31st for the following year. Supplementary visits by a SIS team to the United States may be required as deemed necessary by the EASA Flight Standards Directorate.

2.5 The Selection of FAA Flight Standards Offices (FSO) to be Visited.

2.5.1 SIS teams evaluate the need to visit FAA FSOs and repair stations based on risk assessments.

2.5.2 The following list is not exhaustive, but may illustrate the main criteria used to select an FSO to visit.

(a) FSOs that have a large concentration of FAA repair stations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that FSO.

(b) Where EASA has received a number of reports of non-compliance with individual applications from an FSO, this could indicate a problem and need for a visit.

(c) Previous EASA sampling inspection reports that indicate non-compliance from a particular FSO may be of concern to EASA.

(d) The Operations Specifications of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.

2.5.3 In addition a review of occurrences reported to EASA may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

- EU AAs.
- Operators within the EU.
- Approved and unapproved organizations within the EU.
- Approved organizations within the U.S.

2.6 SIS Procedure.

2.6.1 At the start of each visit, the FAA and the repair station representative will be provided with an in-brief, and at the end of each visit the FAA will be provided with an out-brief regarding the visit. The ASIs and the FAA Coordinator (AFS-300) shall participate at both these briefings.

2.6.2 The SIS team should complete an EASA Visit Report AMO in respect of each repair station visited and an EASA Visit Report FSO in respect of each FSO visited. The FAA Coordinator (AFS-300), as applicable, should also sign the EASA Visit Report FSO to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the finding(s). Signature by the FAA Coordinator (AFS-300) means only that the findings have been seen.

2.6.3 The SIS team may have level one findings as defined by EASA Part-145, Section B. In this case, use the EASA Visit Report AMO to record the finding(s). EASA FS1 must carry out the necessary follow up actions.

2.7 Resolution of SIS Team Findings.

2.7.1 EASA FS1 should review the EASA Visit Report FSO and request the FAA to provide a corrective action plan in a timely manner, but not later than 90 days after the visit. EASA FS1 shall be informed of the completion of the corrective action plan. Findings and resolutions are to be presented annually during the meeting of the JMCB.

2.7.2 EASA FS1 must take action on all the EASA Visit Report AMO finding level 1 raised following the visit. Action should be taken directly with the affected organization. This may involve removing the organization from the EASA list of approved organizations. The FAA National Coordinator (AFS-300) should be kept informed of any proposed action and may receive a copy of any notification to the organization. The FAA should be notified of any organizations suspended or removed from the EASA list due to the visit.

2.7.3 For all other findings raised in the EASA visit report, AMO follow-up of the findings will be accomplished by the FAA and reported to EASA for closure through the FAA Coordinator (AFS-300) with a copy sent to the Aircraft Maintenance Division (AFS-300).

2.7.4 A consolidated summary identifying systemic issues of Section A, Part II, paragraph 2.7.4 status will be reported to the JMCB every 12 months by EASA FS1.

3. Quality Assurance Programs. The Agreement between The United States and the European Community contains provisions for EASA's participation in FAA's internal quality assurance functions. This participation is limited to observer status.

3.1 Schedule and Coordination. At the beginning of the fiscal year (or other agreed upon date) of each year, AFS-300 will coordinate with EASA FS1 an annual schedule of FAA offices selected for FAA internal audits during the next fiscal year.

3.2 Reports and Debriefings. AFS-300 may invite EASA to attend in-briefings and out-briefings at the FSO for the portions of the briefings related to this Agreement.

3.3 Annual Summary of Audits. AFS-300 shall ensure that EASA FS1 receives an annual summary of the audits performed. The summary is to be limited to the portions of the audits pertaining to this Agreement.

4. FAA Sampling Inspection System (SIS) in the European Union. The FAA Coordinator (AFS-54) will establish a SIS visit schedule based on risk. AFS-300 must concur with the sampling visit schedule prior to its submission to EASA. The sampling inspections verify that the AA is following the guidance provided in

Sections A and C of the MAG and is using a risk-based oversight system in managing and planning surveillance.

4.1 Objectives.

4.1.1 To mutually ensure the application by EASA and the AAs of the Maintenance Annex in a consistent and harmonized manner. Additionally, to ensure any AMO issued a repair station certificate by the FAA in accordance with the provisions of the Maintenance Annex meets a standard equivalent to that required of an FAA part 145 repair station.

4.1.2 To assist EASA, AAs, and the European industry in understanding the FAA Special Conditions and the procedures associated with implementation of the Agreement.

4.2 Sampling Inspection System Team Composition.

4.2.1 The FAA Coordinator (AFS-54) is responsible for the composition of the team.

4.2.2 Each team member must meet the requirements in the current edition of FAA Order 8900.1, Volume 12, Chapter 10.

4.2.3 An EASA representative and an AA Headquarters Representative, if applicable, should accompany the SIS team during the visit to ensure joint cooperation and good communication in the interpretation or application of maintenance standards or regulations.

4.2.4 The AA surveyor responsible for the AMO(s) visited should join the team for the visit.

4.3 Selection Criteria.

4.3.1 The following are the main criteria used to select a Member State's AA to visit and should be used by the FAA:

- The SAS is the FAA's primary source of comprehensive and integrated safety information/data. SAS contains a SIS Risk Decision Tool (SRDT) to assist ASIs, analysts, and managers in identifying risks and developing/adjusting field surveillance, investigation, and other oversight programs. SAS collects raw performance and operational data, analyzes and summarizes it, and outputs critical information. ASIs use these SAS tools/reports to (1) identify safety hazard and risk areas, (2) target inspection efforts for repair stations and to areas of greatest risk, and (3) monitor the effectiveness of targeted oversight actions.

- AAs having a large concentration of FAA certificated repair stations may provide an inspection team with a diversified sampling of various ratings and limitations held by those repair stations that could also be useful in determining the oversight ability of the AA (e.g., Limited Specialized Services, Class Ratings, etc.).

- EU Countries, where the FAA has received a number of reports of non-compliance within that country, may indicate a concern with that AA.

- Previous FAA sampling inspection reports that indicate a particular AA may be of concern to FAA may be subject to additional inspections.

- The FAA-certificated repair station's operation specifications (OpSpecs) (e.g., Ratings and Limitations) may provide useful information to assist the FAA Coordinator in determining a repair station's impact on safety.

4.3.2 In addition, a review of complaints reported to the FAA may be used as an indicator of potential problem areas. These complaints may be reported from the following areas and also used in making a selection:

- Other EU AAs.

- Uncertificated entities within or outside the EU.

- EASA and FAA certificate holders within the EU.

- FAA and EASA certificate holders within the United States.

4.4 SIS Schedule.

4.4.1 The FAA Coordinator (AFS-54) will determine the sampling visit schedule using objective criteria and risk analysis. The objective criteria and risk analysis will be provided to AFS-300 for concurrence and be retained in the FAA Coordinator's AA file.

4.4.2 The FAA Coordinator (AFS-54) will provide the annual SIS schedule prior to September 30th of each year to EASA for coordination with the AAs. If the annual schedule changes during the year, provide at least 1 month notice to EASA.

4.4.3 Supplemental visits by a SIS team to an EU Member State may be required in those cases where a Member State listed in Appendix 2 to Annex 2 was initially rated as International Aviation Safety Assessment (IASA) Category 1 and is subsequently moved to Category 2. If the Category 2 rating is the result of failing to meet the aircraft maintenance oversight standards section of the IASA assessment, the FAA may increase the frequency of sampling inspections accordingly.

4.5 Sampling Inspection Process. This paragraph clarifies the AA's responsibilities contained in Annex 2, Article 6.3.1.

4.5.1 During the visit to the AA offices, the Agreement requires the AA to assist and cooperate with the SIS team by allowing the FAA to review AA repair station (AMO) surveillance records, reports, findings, and corrective actions.

4.5.2 The FAA will review AA procedures and processes used during surveillance and certification of repair stations under the Agreement.

4.5.3 The AA will provide individual inspector/surveyor training records for review as well as individuals responsible for surveillance for interview.

4.5.4 As appropriate and when possible, the AA should also provide the FAA assistance by allowing an AA staff member who speaks English to assist in reviewing the above files in addition to assisting with interviews as necessary.

4.5.5 The FAA SIS team must complete SIS Audit Report 1, FAA Audit of an Aviation Authority (see Appendix 5) during the inspection, documenting any problems with the AA processes and procedures. The FAA SIS team must provide the AA with a signed copy of the form at the end of the visit.

4.5.6 The FAA Coordinator (AFS-54) should review the SIS Audit Report 1 and request the AA to provide a corrective action plan in a timely manner, but not later than 90 days after the visit. The FAA Coordinator (AFS-54) shall be informed of the completion of the corrective action plan. Findings and resolutions are to be presented annually during the meeting of the JMCB.

4.5.7 The FAA SIS team must complete Audit Report 3, SIS Audit of an FAA-certificated AMO Located in the EU (see Appendix 8), when sampling AMOs for compliance with Section C of the MAG. The FAA SIS team must provide the AA with a signed copy of each Audit Report 3 at the end of the visit.

4.5.8 On completion of the form, the results must be entered into the FAA's SAS.

NOTE: The team is not limited to the selected items above should an area of concern be identified while on site.

4.5.9 The above mentioned forms are completed and signed by FAA and AA representatives while the team is on site and before the final debrief takes place. An AA representative's signature indicates that the form has been reviewed and that they understand the findings. This also gives the AA an opportunity to add any comments regarding the findings. A copy of the form will be left on site.

NOTE: FAA ASIs should refer to FAA Order 8900.1, Volume 12, Chapter 10 for additional SIS guidance.

4.5.10 The JMCB will be provided an annual summary of the FAA SIS team visits conducted over the previous year.

4.5.11 Where findings have been formally discussed with the AMO and agreed with by the AA during the formal debrief at the organization, the AA will complete the follow-up and closure actions required. Follow-up of the findings will be accomplished by the AA and reported to the FAA Coordinator (AFS-54) for closure with a copy sent to EASA FS1.

4.5.12 Consistent with the classification of findings developed by EASA, a Level 1 finding is any significant non-compliance with a 14 CFR part 145 requirement that lowers the safety standard and seriously impacts flight safety. A Level 2 finding is a non-compliance with any 14 CFR part 145 requirement that could lower the safety standard and possibly impact flight safety.

- Level 1 findings require immediate action by the competent authority to revoke, limit, or suspend (in whole or in part) the AMO's approval, depending upon the extent of the Level 1 finding, until successful corrective action has been taken by the AMO.

- Level 2 findings require a corrective action plan that is appropriate to the nature of the finding, but, in any case initially, it must not exceed 3 months. In certain circumstances, and subject to the nature of the finding, the AA may extend the 3-month period subject to a satisfactory corrective action plan agreed to by the AA. Action shall be taken by the AA to suspend (in whole or part) the approval in case of failure to comply within the timescale granted by the AA.

4.5.13 When findings reviewed with the AA are not considered as the AA's failure to demonstrate continued confidence in terms of the Agreement, the AA will forward a corrective action plan addressing those findings to the FAA Coordinator (IFO). Findings against the AA's failure to demonstrate continued confidence per the Agreement will be handled in accordance with Section A, Part I, paragraph 6.

III Procedures for Adding and Suspending the Acceptance of Findings of Compliance and Approvals.

1. Procedure for Adding Acceptance of Findings of an AA. EASA is to notify the FAA when EASA proposes to add a new Member State to the approved list of Member States in Appendix 2 of Annex 2 to the Agreement. EASA and the FAA are to consult on the basis for this proposal. EASA should work with the AA of the Member State in order to ensure that the AA is prepared to act in accordance with the Agreement. When EASA determines that the Aviation Authority is ready for review and approval, EASA and the FAA may conduct a final joint assessment in accordance with paragraph 6.2 of Annex 2. If a joint assessment is not practical and EASA cannot change its plans to accommodate FAA's participation, the FAA may conduct its own assessment of the AA, with an EASA observer. The FAA, following the applicable assessment, shall inform EASA of concurrence or non-concurrence with EASA's recommendation. If the FAA concurs, the JMCB is to make a recommendation to the Bilateral Oversight Board to revise Annex 2 Maintenance (hereinafter Annex 2) accordingly or otherwise report its disagreement.

2. Procedure for Suspending Acceptance of Findings of an AA. Either EASA or the FAA may instigate a proposed suspension of the acceptance of findings of compliance and approvals made by an AA based upon the AA's failure to demonstrate continued confidence in accordance with the terms of the Agreement. If either the FAA or EASA proposes to suspend acceptance of findings of compliance or approvals, the JMCB must discuss this at the first opportunity for a joint confidence-building measure. If confidence is not established, the JMCB must request that the Bilateral Oversight Board revise Annex 2, Appendix 2, accordingly.

3. Procedure for Suspending Acceptance of Findings of the FAA. The JMCB must discuss at the first opportunity a proposed suspension of the acceptance of findings of compliance and approvals made by the FAA, based on the FAA's failure to demonstrate continued confidence in accordance with the terms of the Agreement. A joint confidence building activity may be undertaken. If confidence is not established, the JMCB must notify the Bilateral Oversight Board and request that appropriate action be taken.

4. **Procedure for Re-instatement and Acceptance of Findings of Compliance and Approvals Made by an AA.** In the case where a Member State has been removed from the list of approved AAs in Appendix 2 of Annex 2 to the Agreement, it is possible for such Member State to pursue re-instatement in Annex 2. Prior to re-instatement, the Member State must first be assessed for compliance with the requirements of Annex 2, paragraph 6.1.1. Upon satisfactory compliance with paragraph 6.1.1, the JMCB is to make a recommendation to the Bilateral Oversight Board, who in turn will make a decision regarding the re-instatement of the Member State and take the appropriate action.

5. **Procedure for Continued Confidence.** For AAs of Member States listed in Appendix 2 of Annex 2 that have no current FAA repair station certification activity, the FAA is to work with the AAs to assure that they continue to comply with paragraph 6.3.1 of Annex 2 of the agreement.

IV Definitions

1. **Accountable Manager (EASA).** The accountable manager is normally intended to mean the chief executive officer of the organization, who by virtue of position has overall [including in particular, financial] responsibility for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

2. **Airworthiness approval.** A finding that the design or change to a design of a civil aeronautical product meets applicable standards or that an individual product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

3. **Alteration or Modification.** A change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

4. **Aviation Safety Inspector (ASI).** An ASI applies a broad knowledge of the aviation industry, the general principles of aviation safety, and federal laws, regulations, and policies affecting aviation. In addition, an ASI applies intensive technical knowledge and skill in the operation and maintenance of aircraft. For the purposes of this guidance, the acronym ASI includes FAA principal maintenance inspectors (PMI), principal avionics inspectors (PAI), and principal inspectors (PI).

5. **Aviation Authority** (**AA).** A responsible government agency or entity of a European Union Member State that exercises legal oversight on behalf of the European Community over regulated entities and determines their compliance with applicable standards, regulations, and other requirements within the jurisdiction of the European Community or the European Union Aviation Safety Agency (EASA) when acting as a competent authority.

6. **Civil Aeronautical Product.** Any civil aircraft, aircraft engine, or propeller, or appliance, part, or component to be installed thereon.

7. **Data approved by EASA.** Data approved by the EU Technical Agent or by an organization approved by that Technical Agent, including U.S. design data reciprocally accepted under Annex 1.

8. **Data approved by the FAA.** Data approved by the Administrator or the Administrator's designated representative, including EU design data reciprocally accepted under Annex 1.

9. **Environmental approval.** A finding that the design or change to a design of a civil aeronautical product meets applicable standards concerning noise, fuel venting, or exhaust emissions.

10. Environmental Testing. A process by which the design or change to a design of a civil aeronautical product is evaluated for compliance with applicable standards and procedures concerning noise, fuel venting, or exhaust emissions.

11. FAA Coordinator (AFS-54). The FAA Coordinator serves as the primary liaison for all communications (except for policy and guidance) with the AA on issues concerning 14 CFR part 145 AMOs located outside the United States. Additional duties and responsibilities of this position are in FAA Order 8900.1.

12. FAA Coordinator (IFO). The International Field Office Principal Inspectors (PI) are the first points of contact (POC) assigned oversight responsibilities for repair stations located in a specific country. The FAA Coordinator should establish a line of communication with the appropriate AA representative and FAA representative to coordinate and plan for the turnover of surveillance responsibilities, oversee the renewal of certificates, and address any concerns raised by the EASA/AA. Additional duties and responsibilities of the FAA Coordinator position are in the current edition of FAA Order 8900.1, Flight Standards Information Management System.

13. FAA National Coordinator (AFS-300). The FAA National Coordinator supports the Agreement at the headquarters-level and serves as the liaison between the FAA Coordinator and EASA. The FAA National Coordinator also manages interactions pertaining to interpretation of policy issues and other EASA-related activities. Additional duties and responsibilities are in FAA Order 8900.1.

14. FAA Coordinator (AFS-300). The FAA Coordinator serves as the primary POC for the responsible Flight Standards Offices (FSO) that have oversight responsibility of EASA Part-145 repair stations concerning EASA-related issues. This position also provides a central POC for EASA relating to various issues, such as EASA Part-145 SIS audits, communicating changes in FAA guidance to FSOs, and sharing information related to EASA-identified issues. When able, the FAA Coordinator also resolves issues between EASA and the FAA at the responsible FSO level. Additional duties and responsibilities are in FAA Order 8900.1.

15. Maintenance. The performance of any one or more of the following actions: inspection, overhaul, repair, preservation, or the replacement of parts, materials, appliances, or components of a civil aeronautical product to assure the continued airworthiness of such a product; or the installation of previously approved alterations or modifications carried out in accordance with requirements established by the appropriate Technical Agent.

16. Maintenance Annex. Annex 2 of the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety.

17. **Monitoring.** Periodic surveillance to determine continuing compliance with the appropriate standards.

18. **Overhaul.** A process that ensures the aeronautical article/item is in complete conformity with all applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data that is approved or accepted by the Authority. No person may describe an article/item as being overhauled unless it has been at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the above-specified data.

19. **Production Approval Holder (PAH).** As used for consistency in the context of this document includes EU Production Organizations Approvals (POA) and FAA Production Approval Holders (PAH).

20. **Regulated Entity.** Any natural or legal person whose civil aviation safety and environmental testing and approval activities are subject to the statutory and regulatory jurisdiction of one or both of the Parties.

21. **Special Conditions.** Those requirements in either 14 CFR parts 43 and 145 or in Commission Regulation (EU) No 1321/2014 Annex II (hereinafter referred to as EASA Part-145) that have been found, based on a comparison of the regulatory maintenance systems, not to be common to both systems and which are significant enough that they must be addressed.

22. **Technical Agent.** For the United States, the Federal Aviation Administration (FAA); and for the European Union, the European Union Aviation Safety Agency (EASA).

V Special Conditions

1. EASA SPECIAL CONDITIONS APPLICABLE TO U.S.-BASED REPAIR STATIONS

1.1 To be approved in accordance with EASA Part-145, pursuant to the terms of this Annex, the repair station shall comply with all of the following Special Conditions:

1.1.1 The repair station shall submit an application in a form and a manner acceptable to EASA.

(a) The application for both initial and renewal of the EASA approval shall include a statement demonstrating that the EASA certificate and/or rating is necessary for maintaining or altering aeronautical products registered or designed in an EU Member State or parts fitted thereon.

(b) The repair station shall provide a supplement to its Repair Station Manual (RSM) that is verified and accepted by the FAA on behalf of EASA. All revisions to the supplement must be accepted by the FAA. The supplement shall include the following:

(i) The supplement must contain a statement by the accountable manager of the repair station, as defined in the current version of EASA Part-145 which commits the repair station to compliance with this Annex and the Special Conditions as listed.

(ii) Detailed procedures for the operation of an independent Quality Assurance System (QAS), including oversight of all multiple facilities within the territory of the United States and line stations under the surveillance of the FAA, with the exception of line stations located in an EU Member State, as such line stations are beyond the scope of Annex 2 to the Agreement.

(iii) Procedures for the release or approval for return to service that meet the requirements of EASA Part-145 for aircraft and the use of the FAA Form 8130-3 for aircraft components, and any other information required by the owner or operator as appropriate.

(iv) For airframe/aircraft rated facilities, procedures to ensure that the Certificate of Airworthiness (CofA) and the Airworthiness Review Certificate (ARC) are valid prior to the issue of a release to service document.

(v) Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.

(vi) A procedure for the repair station to ensure that the FAA-approved initial and recurrent training program and any revision thereto include human factors training.

(vii) Procedures for reporting un-airworthy conditions as required by EASA Part-145 on civil aeronautical products to the EASA, aircraft design organization, and the customer or operator.

(viii) Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.

(ix) Procedures in place to ensure that contractors meet the terms of these implementation procedures; that is, using an EASA-approved Part-145 organization or, if using an organization which does not hold an EASA Part-145 approval, the repair station approving the product for return to service is responsible for ensuring its airworthiness.

(x) Procedures to permit work away from the fixed location on a recurring basis, when applicable.

(xi) Procedures to ensure appropriate covered hangars are available for base maintenance of aircraft.

1.2 To continue to be approved in accordance with EASA Part-145, pursuant to the terms of this Annex, the repair station shall comply with the following. The FAA shall verify that the repair station:

(a) Allows EASA, or the FAA on behalf of EASA, to inspect it for continued compliance with the requirements of 14 CFR parts 43 and 145 and these Special Conditions (i.e., EASA Part-145).

(b) Agrees that investigation and enforcement action may be taken by EASA in accordance with any relevant EU regulations and EASA procedures.

(c) Cooperates with any EASA investigation or enforcement action.

(d) Continues to comply with 14 CFR part 43 and part 145, and these Special Conditions.

2. FAA SPECIAL CONDITIONS APPLICABLE TO EU-BASED APPROVED MAINTENANCE ORGANIZATIONS (AMOs)

2.1 To be approved in accordance with 14 CFR part 145, pursuant to the terms of this Annex, the AMO shall comply with all of the following Special Conditions:

2.1.1 The AMO shall submit an application in a form and a manner acceptable to the FAA.

(a) The application for both initial and renewed FAA certification shall include:

(i) A statement demonstrating that the FAA repair station certificate and/or rating is necessary for maintaining or altering U.S.-registered aeronautical products or foreign-registered aeronautical products operated under the provisions of 14 CFR.

(ii) A list of maintenance functions, approved by the Aviation Authority, to be contracted/sub-contracted to perform maintenance on U.S. civil aeronautical products.

(iii) In the case of transport of dangerous goods, written confirmation, demonstrating that all involved employees have been trained in the transport of dangerous goods in accordance with ICAO standards.

(b) The AMO must provide a supplement in English to its Maintenance Organisation Exposition (MOE) that is approved by the Aviation Authority and maintained at the AMO. Once approved by the Aviation Authority, the supplement shall be deemed accepted by the FAA. All revisions to the supplement must be approved by the Aviation Authority. The FAA supplement to the MOE shall include the following:

(i) A signed and dated statement by the accountable manager that obligates the organization to comply with the Annex.

(ii) A summary of its quality system that shall also cover the FAA special conditions.

(iii) Procedures for approval for release or return to service that satisfy the requirements of 14 CFR part 43 for aircraft and use of EASA Form 1 for components. This includes the information required by 14 CFR sections 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate.

(iv) Procedures for reporting to the FAA failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on U.S. aeronautical products.

(v) Procedures to notify the FAA regarding any changes to line stations that:

- Are under the surveillance of an Aviation Authority identified in Appendix 2 to Annex 2 of the Agreement, with the exception of

line stations located in the United States, as such line stations are beyond the scope of this Annex;

- Maintain U.S.-registered aircraft; and
- Will impact the FAA operations specifications.

(vi) Procedures to qualify and monitor additional fixed locations within the EU Member States list in Appendix 2 to Annex 2 of this Agreement.

(vii) Procedures in place to verify that all contracted/sub-contracted activities include provisions for a non-FAA-certificated source to return the Article to the AMO for final inspection/testing and approval for return to service.

(viii) Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with applicable technical data approved by the FAA.

(ix) Procedures to ensure compliance with an air carrier's Continuous Airworthiness Maintenance Program (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).

(x) Procedures to ensure compliance with the manufacturers' maintenance manuals or instructions for continued airworthiness (ICA) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (AD) published by the FAA are available to maintenance personnel at the time the work is being performed.

(xi) Procedures to confirm that the AMO supervisors and employees responsible for final inspection and approval for return to service of U.S. aeronautical products are able to read, write, and understand English.

(xii) Procedures to permit work away from fixed location on a recurring basis, when applicable.

2.2 To continue to be approved in accordance with 14 CFR part 43 and part 145, pursuant to the terms of this Annex, the AMO shall comply with the following. The Aviation Authority shall verify that the AMO:

(a) Allows FAA, or the Aviation Authority on behalf of the FAA, to inspect it for continued compliance with the requirements of EASA Part-145 and these

Special Conditions (i.e., 14 CFR part 43 and part 145)

(b) Agrees that investigations and enforcement by the FAA may be undertaken in accordance with FAA rules and directives;

(c) Cooperates with any investigation or enforcement action;

(d) Continues to comply with EASA Part-145 and these Special Conditions.

2.3 Where regulatory compliance is maintained, this permits the FAA to renew the AMO's initial certification after 12 months and every 24 months thereafter.

VI Transfer Provisions

1. Upon entry of a Member State under the terms of the Agreement, the FAA has a 2-year window in which to transfer the surveillance of maintenance organizations to the applicable AA. To ensure a smooth transfer, it is essential that the responsibilities of the FAA and the AA be agreed to as outlined below.

1.1 Manual Requirements. The maintenance organizations must submit the current revision to FAA Supplement/Chapter 7 of the MOE to their AA at the renewal.

1.2 Renewal Dates. Renewal dates should be reviewed to ensure a minimum of 6 months remains before the expiration date.

1.3 Records. The FAA will transfer the most current certification/surveillance records to the applicable AA. The maintenance organizations have been under FAA surveillance for a given period of time; therefore, the FAA shall ensure that the records show the maintenance organizations are in compliance at the time of transfer.

1.4 Time Frame. As soon as practical, the FAA and AAs must formulate a schedule identifying the maintenance organization(s) to be transferred. The transfer will be accomplished by the Member State and not by the repair station. This process is intended to avoid misunderstandings and reduce unnecessarily lengthy transfer procedures. Once the AA has informed EASA and the FAA in writing that the inspectors/surveyors have been adequately trained in accordance with Section A, Part I, paragraph 3, the transfer process should be a simplified process. In addition, the FAA may provide further clarification or on-the-job training to the AAs as necessary.

> **NOTE: Those Repair Stations that have a CFR exemption or no equivalent rating within the EASA system will be reviewed on a case-by-case basis by the JMCB.**

1.5 FAA Responsibilities/Actions. The FAA must:

1.5.1 Ensure the FAA Coordinator (IFO) has appropriate FAA training in BASA/MAG procedures prior to being assigned to conduct oversight.

1.5.2 Ensure that the FAA Coordinator (IFO) establishes a line of communication with the appropriate AA representative and FAA representative to coordinate and plan for the transfer of certificates and address any concerns raised by EASA/AA.

1.5.3 Ensure that the FAA Coordinator (IFO) ensures all outstanding findings have a corrective action plan agreed upon by the FAA and the AA. If there are any outstanding or pending violations that may result in an enforcement action, the transfer can occur only after the violation is resolved or the JMCB determines otherwise.

1.5.4 The FAA Coordinator (IFO) should arrange for the FAA representative to meet with the AAs to provide an opportunity for the FAA and AA to exchange information. Copies of the current documentation for the AMOs being turned over should include:

- Form 8310-3, Application for Repair Station Certificate and/or Rating, with transfer statement on the back of the form;
- Current copy of Form 8000-4 AMO Air Agency Certificate and OpSpecs;
- Copy of AA transfer information letter;
- Copy of letter requesting AA surveillance responsibility;
- Surveillance records of the AMO for the past 2 years or as applicable;
- Record of findings and trends identified;
- Record of the current revision status of the MOE/Supplement part 7; and
- Copy of current SAS configuration data Vital Information.

1.5.5 The transfer of certificates should be accomplished during the exchange of information; certificates with fewer than 6 months remaining before expiration may be extended by the FAA.

1.5.6 The FAA will send a letter to the AMOs informing them of the transfer and new renewal date, if applicable. This will also advise them to provide the AA with a renewal application and an FAA supplement to the MOE.

1.5.7 It is not necessary for the AA to review the maintenance organizations' FAA-accepted repair station manuals if the maintenance organizations have had previous FAA acceptance prior to the transfer process.

NOTE: After the transfer, the AA is responsible for reviewing and accepting FAA manuals and revisions on behalf of the FAA.

1.6 AA Responsibilities/Actions. The AA must:

1.6.1 Designate an AA representative to serve as a liaison to the FAA Coordinator (IFO) to coordinate and plan the transfer of the certificates.

1.6.2 Submit the agreed-upon list of maintenance organizations to AA HQ for approval. A copy should be forwarded to the EASA to monitor progress.

1.6.3 Ensure, prior to the transfer, the AA representatives and inspectors/surveyors have AA training in:

- The Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety (the Agreement) and its annexes,

- The MAG, and

- The FAA Special Conditions.

1.6.4 Exchange information and accept transfer of certificates and documents. Review FAA documentation on the maintenance organizations to be transferred, including manuals.

1.6.5 Establish communication with the maintenance organizations and advise them of the transfer, and to whom they should submit the revised manual and renewal application.

NOTE: If an issue or concern cannot be resolved between the FAA Coordinator (IFO) and the AA representative, the procedures in Section A, Part VI, paragraph 1.5, are to be followed.

APPENDICES

Appendix 1
Contacts FAA/EASA/AA

FAA	Director of Flight Standards (AFX-1)
	National Coordinator (AFS-300) – for technical policy and procedure issues FAA Coordinator (AFS-54) International Field Office Policy Branch FAA Coordinator (IFO) designated PI assigned to repair stations in country to communicate with the AA. Flight Standards Safety Risk Management Staff (AFS-40) – for quality and standardization issues
	FAA Coordinator (AFS-300)
EASA	***Flight Standards Directorate*** EASA Director of Flight Standards Head of Maintenance and Production Department (FS1)
AA of	Austria Belgium Czech Republic Denmark Finland France Germany Hungary Ireland Italy Luxembourg Malta Netherlands Poland Portugal Romania Spain Sweden United Kingdom of Great Britain and Northern Ireland

NOTE: As there may be regular movement of personnel in the positions identified the contact details for these positions are not shown here. Contact information for those individuals should be kept on a list to be controlled by the EASA FS1 and the FAA National Coordinator.

Appendix 2
EASA Visit Report AMO (SIS Form 8)

EASA Visit Report AMO (U.S. LOCATED EASA PART-145 APPROVED MAINTENANCE ORGANIZATION)	
General Information	
NAME OF ORGANIZATION: DETAILS AMO/REPAIR STATION NO.: EASA FAA	VISIT DATE:
STATUS AND REFERENCE OF ORGANIZATION EXPOSITION/MANUAL:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS): FAA ASI:	
SIZE OF ORGANIZATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	

Compliance with Special Conditions and MAG		*
*	(N/R) = applicable but not reviewed; (N/A) not applicable; (☑) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1.	Repair Station Holds valid FAA Repair Station Certificate and can demonstrate a need for EASA approval.	
2.	Repair Station has appropriate covered hangers for Base Maintenance of Aircraft.	
3.	EASA and FAA allowed access to Repair Station to inspect for continued compliance with 14 CFR part 145 and Special Conditions.	
4.	Repair Station accepts that investigation and enforcement action may be taken by EASA.	
5.	The Repair Station cooperates with any EASA investigation or enforcement.	
The supplement to the Repair Station Manual needs to include the following elements: (Verify that the AMO is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent QAS, including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 for aircraft and the use of the FAA Form 8130-3 for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review certificate are valid prior to the issue of a release to service document.	
10.	Procedures to ensure that adequate hangar space is available for base maintenance activities, as required, that meet the requirements of EASA Part-145.A.25.	
11.	Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.	
12.	Procedures to ensure that work away from fixed locations (as authorized under OpSpec D100) are covering EASA customers.	
13.	A procedure for the repair station to ensure that the FAA-approved initial and recurrent training program and any revision thereto includes human factors training.	
14.	Procedures for reporting unairworthy conditions as required by EASA Part-145.A.60 on civil aeronautical products to the EASA, aircraft design organization, and the customer or operator.	

15.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.	
16.	Procedures to ensure that all additional locations and all line stations are covered by the EASA supplement.	
17.	The repair station must specify the approved maintenance functions to be contracted and have procedures in place to ensure that contractors meet the terms of EASA Special Conditions that is, using an EASA-approved Part-145 organization or, if using an organization which does not hold an EASA Part-145 approval, the repair station approving the product for return to service is responsible for ensuring its airworthiness.	

Findings Debriefed to the Organization; Findings Raised Formally by EASA	
Non-compliance with special conditions/MAG	Reference to MAG /Special Condition
Findings to be raised with the equivalent Part 145 paragraph	Reference to Part 145

Signatures	Date of Signatures:
SIS TEAM (EASA/AA)	FAA Coordinator:
Name:	Name:
Signature:	Signature:
Name:	
Signature:	

NOTE: Signature by the FAA Coordinator only means they have read the report. It does not constitute agreement with findings and comments raised in this report.

Appendix 3
EASA Visit Report FSO (SIS Form 10)

(Flight Standards Office)

EASA VISIT REPORT FSO		
FSO & OFFICE IDENTIFIER:	**REGION:**	**VISIT DATE:**
Maintenance Annex Guidance (MAG) The Agreed upon procedures the FAA, EASA, and AA must follow to comply with the BA.		
Compliance Check List-General Issues		*
*	(N/R) = applicable but not reviewed; (N/A) not applicable; (☑□) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .	
Review FAA Office repair station files to verify:		
1.	Records of findings and corrective action meet FAA requirements.	
2.	Records are retained for a 3 year period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with FAA requirements.	
Review FAA ASI Training records: (review several ASIs records)		
5.	Have the ASIs completed initial and recurrent EASA Special Conditions training?	
6.	Has the FAA made the MAG guidance material available to the ASIs?	
7.	Interview ASIs to determine knowledge and experience in using the current guidance material.	
Frequency of FAA Audits: (Review FAA Audit schedule)		
8.	Does the schedule ensure each location has an FAA audit within the two-year time frame specified in FAA guidance?	
9.	Does the schedule accurately reflect the FAA ASI's work load?	
10.	Is the schedule followed?	

FSO Staffing level:		
11.	How many Airworthiness/Avionics Inspectors (ASI) are currently employed at the FSO?	Number:
12.	How many Repair Stations are under the oversight of the FSO?	Number:
13.	How many of the Repair Stations hold an EASA approval?	Number:
14.	Does the FSO have plans to adjust its staffing level?	
Compliance Checklist with MAG Section B—Initial		
15.	Does the FAA receive and review an Initial application for completeness and correctness and retain this record on file?	
16.	Does the FAA provide an applicant with the guidance material and Form 16?	
17.	Does the FAA review the Supplement IAW MAG, Section B, Appendix 1 and does the supplement contain:	
	a. A list of line stations and show that the Quality System covers the line station's authorization?	
	b. Documentation that the organization holds appropriate ratings and authorization for the line station?	
	c. Does the FAA retain a copy of the supplement?	
18.	Has the FAA carried out an audit on the Repair Station and any line stations for compliance with 14 CFR parts 43 and 145 and the Supplement conditions within the time specified in the MAG? Is this audit recorded and any findings tracked and closed?	
19.	Has the FAA forwarded the complete package as required and made a recommendation to EASA to issue the certificate?	
20.	Does the FAA have the most recent renewal documentation on file from EASA?	
21.	Has the FAA added the fact that the Repair Station is EASA-approved and added the additional audit requirements to its oversight audits system and is the Repair Station profile correct?	

	Compliance Checklist with MAG Section B—Renewal	
22.	Does the FAA receive and review a renewal application for completeness and correctness and retain this record on file?	
23.	Has the FAA satisfied itself that the supplement is still in compliance?	
24.	Has the FAA carried out the oversight audit requirements including any line stations during the previous 2 year period and was the repair station in compliance with parts 43 & 145 and the EASA supplement conditions? Is this audit recorded and any findings tracked and closed?	
25.	Has the FAA forwarded the complete package as required and made a recommendation or recommendations in the case of line stations to EASA to renew the approval?	
26.	Did the FAA have reason to advise the EASA of any Level 1 findings; i.e., EASA Form 9 non-recommendations?	
27.	Does the FAA have the most recent renewal documentation on file from EASA?	
28.	Has the FAA added the fact that the Repair Station has renewed its EASA approval to the file and retained the additional audit requirements of their oversight audits system, and does the repair station profile show the correct renewal date?	
	Compliance Checklist with MAG Section B—Amendment to Certificate.	
29.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
30.	Has the FAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
31.	Has the FAA forward the complete package as required and made a recommendation to EASA to re-issue the certificate?	
32.	Has the FAA the most recent documentation, i.e., EASA cover letter and EASA approval certificate?	
33.	Has the FAA added the fact that the Repair Station has amended its EASA approval to the file?	
34.	Has the FAA carried out enforcement procedures, and has the FAA advised EASA of any enforcement that may impact the EASA certificate?	

Approved Maintenance Organizations Visited (include a completed **EASA visit report AMO** for each organization)		
	Name	EASA /FAA designator
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Findings Raised Against the FSO (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	
4.	
5.	
Comments	

Signatures	Date of Signatures:
SIS TEAM (EASA/AA)	FAA Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by the FAA Coordinator only means they have read the report. It does not constitute agreement with findings and comments raised in this report.	

Appendix 4
EASA Visit Report AA

EASA Visit Report AA (EASA monitoring of AAs with respect to the U.S. Bilateral Agreement – MAG)		
AA:	**AA Office:**	**VISIT DATE:**

Compliance Checklist with MAG Section C		*
*	(N/R) = applicable but not reviewed; (N/A) not applicable; (☑) = In compliance; (xy) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.	
Initial Approval:		
1.	Does the AA provide the application package and advice to the applicant, and is evidence of need shown?	
2.	Does the AA forward the completed preapplication Statement of Intent to the FAA? (FAA Form 8400-6)	
3.	Does the AA review applications for completeness and correctness? Is the FAA supplement compliance reviewed and are additional fixed locations, work away locations, and line stations identified? Does the audit carried out cover the Special Conditions, FAA supplement, and EASA requirements?	
4.	Are deficiencies notified to the applicant and closed within the timeframe given or have extensions been granted?	
5.	Has the AA conducted an audit for compliance to the FAA Special Conditions and the FAA Supplement?	
6.	Does the AA retain an FAA supplement in the English language?	
7.	Are copies of the Operations Specifications and FAA Certificate retained by the AA?	
8.	Is the application package retained for the 3-year period specified in the MAG?	
Renewal Approval:		
9.	Does the AA receive the application within the timeframe stipulated?	
10.	Does the AA review the application for evidence of need?	

11.	Does the AA normal surveillance plan include the FAA Special Conditions and the FAA MOE Supplement?	
12.	Does the AA base its recommendations on a complete AA audit within the 24-month period and include any additional fixed locations, work away locations, and line stations as listed on the Operations Specifications? Is it forwarded within the timeframe?	
13.	Does the AA record deficiencies and closure in the time scales allowed and are they transmitted to the FAA?	
14.	Are copies of the Operations Specifications and FAA Certificate retained by the AA?	
Changes to Approval:		
15.	Does the AA receive an application in the correct manner and language and is the FAA informed where required?	
16.	Does the AA carry out an on site review where required?	
17.	Does the AA send a signed Audit Report 2 (see MAG, Section A, Appendix 6) to the FAA when required?	
18.	If any changes to the Operations Specifications and FAA Certificate are made, are they retained by the AA?	
19.	Does the schedule ensure each fixed location has a complete FAA audit within the two-year time frame required by FAA?	
Revisions to the FAA Supplement:		
20.	Does the AA review revisions to the FAA supplement and is this in accordance with the MAG, Section C, Appendix 1.	

Findings Raised Against the AA (non-compliance with MAG Section C)	REFERENCE

COMMENTS
1.
2.
3.

Signatures	Date of Signatures:
EASA Inspector/Surveyor	AA Coordinator
Name: Signature:	Name: Signature:
Name: Signature:	

Appendix 5
Audit Report 1: FAA SIS Audit of an Aviation Authority

Instructions: This job aid is to be used for FAA SIS audits conducted to determine the listed Aviation Authorities' compliance with the bilateral airworthiness agreement. Aviation safety inspectors (ASI) should use this job aid in conjunction with the MAG, Section C, when sampling the AA office. When conducting an audit of the "Special Conditions" of an AMO, the ASI should complete Audit Report 3 (see MAG, Section A, Appendix 8) to record those results. The SIS team shall complete this job aid in its entirety.

FAA Office:	AA Visit Report for (country):	Date:
AA Headquarters or Regional Office Location:		
EU/US AGREEMENT COMPLIANCE CHECKLIST FOR EU AA		
1. Review AA Office FAA repair station files to verify:		
a. Records of findings and corrective action meet EASA requirements? (Select "Not Applicable" if findings have not been previously reported) Yes ☐ No ☐ Not Applicable ☐		
b. Repair Station records:		
(1). Repair station records are retained for 3 years? (Select "Not Applicable" if the repair station had not been certificated for the preceding 3 years.) Yes ☐ No ☐ Not Applicable ☐		
(2). If certificated for less than 3 years, have the repair station records been retained since the date of certification? Yes ☐ No ☐ ☐		
c. Repair station records show corrective actions to findings have been made IAW AA timeframes? (Select "Not Applicable" if findings have not been previously reported) Yes ☐ No ☐ Not Applicable ☐		

d. Enforcement action has been taken IAW AA requirements? (Select “Not Applicable” if findings have not been previously reported) Yes ☐ No ☐ Not Applicable ☐
2. Review AA Inspector/Surveyor Training records, and conduct interviews to verify: (review several Inspector’s/Surveyor’s records)
a. AA inspector/surveyor training records contain evidence that inspectors/surveyors completed initial and or recurrent FAA Special Conditions training? Yes ☐ No ☐
b. Has the AA made the MAG guidance material available to the inspectors/surveyors? Yes ☐ No ☐
c. Do interviews conducted with inspectors/surveyors indicate they have knowledge and experience in using the current guidance material? Yes ☐ No ☐
3. Frequency of AA Audits: (review AA audit schedule)
a. Did the AA audit schedule indicate each AMO has, or will have, a complete AA audit within the two-year time frame (Line Stations on a sampling basis)? Yes ☐ No ☐
4. AA organizational structure changes: (review latest AA organizational chart and discuss with AA management any significant organizational changes.)
a. Did the AA notify EASA and the FAA of any significant organizational changes? (Select “Not Applicable” if no significant organizational changes occurred) Yes ☐ No ☐ Not Applicable ☐

5. AA Staffing Levels (review office files, organizational chart, personnel roster, etc.)
a. Has the AA office reduced its inspector's/surveyor's levels since the last audit? Yes ☐ No ☐
b. If available, how many Airworthiness Inspectors/Surveyors are employed by the AA? Enter a numerical value in this field:
c. How many Airworthiness inspectors/surveyors trained, qualified, and authorized to conduct MAG inspections are currently employed at <u>this office location</u>? (Enter numerical value in this field.) Enter a numerical value in this field:
d. How many EASA Part-145 approvals are inspected by this offices location? Enter a numerical value in this field:
e. From those how many hold FAA Approval? Enter a numerical value in this field:
f. Does the AA have plans to adjust its staffing levels? Yes ☐ No ☐
g. Are office accommodations adequate (e.g., lighting, work space, computers availability, etc.)? Yes ☐ No ☐
6. Supplement (review the FAA Supplements of the <u>AMOs to be visited during this SIS audit</u>)
a. Has the AMO provided a supplement to its MOE that is approved by the AA and is it kept and maintained at the AA's facility? Yes ☐ No ☐

b. Does the AA retain an English Language copy of the supplement? Yes ☐ No ☐
c. Does the supplement meet the requirements of the MAG? Yes ☐ No ☐
7. For the maintenance organization to continue to be approved in accordance with 14 CFR parts 43 and 145, the AMO must comply with all FAA Special Conditions as provided for in the current revision of the MAG. Review the Accountable Manager's Statement for each AMO. **(The following is applicable to any AMO's to be visited during this audit)**
a. Does the Accountable Manager's statement allow for the FAA and/or the Aviation Authority on behalf of the FAA, to inspect it for continued compliance with the requirements of EASA Part-145 and the Special Conditions, (i.e., 14 CFR parts 43 and 145)? Yes ☐ No ☐
b. Does the Accountable Managers statement allow the FAA to conduct investigations and enforcement actions per the FAA rules and directives? Yes ☐ No ☐
c. Does the Accountable Managers statement address the AMO's requirement to cooperate with any investigation or enforcement action undertaken by the FAA? Yes ☐ No ☐
d. Does the Accountable Managers statement address continued compliance with EASA Part 145 and FAA Supplement/Special Conditions? Yes ☐ No ☐

Approved Maintenance Organizations (AMO) Visited Include a completed Audit Report 3 (see MAG, Section A, Appendix 8) for each AMO audited. Document any findings of the AMO on that report.		
	Name	FAA/EASA Designator
1		
2		
3		
4		
5		

Findings Against the Aviation Authority (non-compliance with the MAG, Section C)	Reference
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Comments	
1.	
2.	
3.	
4.	
5.	

6.	
7.	
8.	
9.	
10.	
Signatures	
FAA ASI	**AA Coordinator**
Name: Signature:	Name: Signature:
Name: Signature:	Name: Signature:
Date of Signature(s):	Date of Signature(s):

Appendix 6
Audit Report 2: AA Recommendation of an FAA-certificated AMO
(to be completed by the AA)

Part 1: Validation of Compliance by the <u>Aviation Authority of an AMO located in the EU</u>.

Name of AMO:	
EASA Certificate Number:	**FAA Certificate Number:**
Aviation Authority with Oversight Responsibility:	
Country:	
FAA Supplement Revision Date:	

Initial ☐	Renewal ☐	Amendment ☐	Please check the correct box
A. If this report is for one or more additional facility location(s), please provide address(es) below:			
B. On-site audits performed by the AA during the preceding 24 months. Please list dates of audit(s) below (Initial certification only one date required, Amendment(s) provide dates as necessary).			
1.			
2.			
3.			
4.			
5.			
1. Does the FAA Supplement accurately and completely address the required information contained in the Maintenance Annex Guidance (MAG)? Yes ☐ No ☐			

2. Is the FAA Supplement signed and dated by the current Accountable Manager that obligates the maintenance organization to comply with the supplement? Yes ☐ No ☐
3. Has the current revision to the supplement been approved or accepted by the AA? Yes ☐ No ☐
4. Is the copy of the FAA Supplement being used by the AMO at the same revision level as the one on file with the AA? Yes ☐ No ☐
5. Is the AMO operating in compliance with the requirements of the FAA Supplement? Yes ☐ No ☐
6. Is the AMO in compliance with the requirements of all FAA Special Conditions as required by the MAG (current revision) Yes ☐ No ☐
7. Does the AMO's current Operations Specifications contain a current list of each line station that performs maintenance on U.S.-registered aircraft containing the address and airport identifier? Yes ☐ No ☐ Not Applicable ☐
8. Is the AMO in compliance with the requirements of EASA Part 145.A.95? Yes ☐ No ☐
NOTE: A "Negative" (No) response to any of the above listed questions must be described below in Part 2 of this Form.

Part 2: Detailed Findings of FAA Special Conditions Level 1/Level 2 Compliance.

The AA inspector/surveyor should complete this section of the Appendix 6 "AA Recommendation of FAA AMO" to document all Level 1 findings, and any Level 2 findings related to the FAA Special Conditions or FAA Supplement. The AA should place special emphasis on ensuring the details of the findings and if necessary corrective action plans to those findings are included as an attachment to this form. The findings and corrective action plan must be forwarded to the FAA in the English language.

In addition, the FAA has a risk analysis program that requires information input in order for the risk analysis to be effective. Your cooperation is greatly appreciated. Each finding must be recorded whether it has been rectified or not. All non-rectified findings must be copied in writing to the organization for the necessary corrective action.

Audit Reference	Findings	Corrective Action		
		Date Due	Closed	Brief Description
Note: Reference question number (e.g., Question #5 listed in Part 1 of this Form above in the field below.	**Note:** Include the classification of finding (Level 1 or Level 2) for each finding listed below.			

Part 3: Recommendation

Organization	
Name:	
EASA Part-145 Approval No.	
For initial certification in order to accommodate the AA surveillance schedule, the AA should recommend a time frame by month and year for the next renewal date IAW the renewal time frames identified in the MAG.	
Month:	Year:

AMO must forward a letter to the AA addressing corrective action to inspection findings and/or submit a corrective action plan before an Air Agency Certificate can be issued.	
RECOMMENDATION: This maintenance organization is considered to be in compliance with EASA Part-145 and the FAA special conditions with no significant findings/discrepancies outstanding at this time. It is, therefore, recommended that the FAA issues the: **(Please check the applicable box)**	
Issuance of the FAA Air Agency Certificate to the maintenance organization.	☐
Renewal of the maintenance organizations Certificate in accordance with 14 CFR part 145.	☐
Amendment to the Approval.	☐

Inspector/Surveyor's Signature:	Date:
Inspector/Surveyor's Name:	AA:
E-mail address if available:	
Fax no.:	
Office:	

NON-RECOMMENDATION: (Used only in the case of an organization already holding an FAA 14 CFR part 145 Certificate.) This maintenance organization has one or more significant findings (Level 1 findings) outstanding as detailed above and may be or is being subjected to EASA-AA certificate action in accordance with EASA Part-145.B.45. The FAA may therefore wish to review the current FAA 14 CFR part 145 Certificate status of the maintenance organization.		
Inspector/Surveyor's Signature:	Date:	
Inspector/Surveyor's Name:	AA:	
E-mail address if available:		
Fax no.:		
Office:		
ATTACHMENTS:		
1. Copy of EASA/AA Part-145 certificate.		☐
2. Copy of any corrective action plan(s) as identified in Part 2 of this appendix.		☐
3. Copy of EASA/AA Approval Schedule Form 3, Ratings.		☐
4. Copy of the AMO letter certifying its employees have been trained to ICAO standards for transport of dangerous goods.		☐
The AMO has requested the following additional Operations Specifications. (Check all applicable field(s)) The AA concurs with this request:		☐
1. Additional Fixed Location (OpSpec Paragraph A101)		☐
Address:		
City:		
County:		
Postal Code:		

2. Electronic Records, Manuals and/or Signatures (OpSpec Parqagraph A025) Specify paragraphs requested, check all that apply:		☐
a. The certificate holder is authorized to use an approved electronic/digital recordkeeping system, described and/or referenced in this paragraph.	☐	
b. The certificate holder is authorized the use of the following electronic/digital signature procedures.	☐	
c. The certificate holder is authorized to use electronic media for the repair station and quality control manuals, if acceptable.	☐	
FAA Supplement Reference:		
3. Work Away from Station (OpSpec Paragraph D100)		☐
a. Work Requested:		
b. Authorized on current Operations Specifications? Yes ☐ No ☐		
c. FAA Supplement Reference:		

NOTE: The line stations authorizations in the FAA supplement are limited to the line stations listed on the AMO's MOE. The FAA supplement must contain a list of line station authorizations that maintain U.S.-registered aircraft with the details of the operators, as specified in Section C, Part I, Paragraph 7.6.

Appendix 7
FAA and EASA Class and Rating Comparison and Guidance

Comparison of Federal Aviation Administration (FAA) 14 CFR part 145 Repair Station Ratings and European Union Aviation Safety Agency (EASA) Approved Maintenance Organizations (AMO) Ratings.

SAMPLE RATING COMPARISON CHART

There are some occasions when the EASA rating may exceed the FAA rating; in these cases, the FAA will add an additional limited rating to cover the extent of the EASA rating. Example: an EASA A1 airframe rating also allows some limited power plant maintenance. The FAA will issue a limited power plant rating along with the Airframe rating in order to allow the AMO the same privileges as the EASA rating. The AMO should verify that the FAA rating issued covers the appropriate functions under the EASA rating.

For cases where the FAA specialized services ratings are not approved under the EASA rating system, the FAA will amend the OpSpecs to reflect those specialized services under the limited ratings detailing the scope and application of the work performed.

For test and inspections of air traffic control (ATC) transponders, altimeters, and altitude reporting equipment installed on U.S.-registered aircraft in accordance with 14 CFR part 91 (§ 91.411 and § 91.413), for which the AMO does not hold the equivalent EASA Part-145 airframe ratings (e.g., A1, A2, etc.), the FAA will issue or amend the 14 CFR part 145 OpSpec A003 to include these aircraft under the FAA's appropriate ratings as long as the AMO holds an EASA rating for such equipment (C-3, C-13).

The following comparison table shall be used as information only, but not to compare an EASA rating with an FAA rating.

EASA Aircraft Ratings and FAA Airframe Ratings

EASA Ratings

Ratings		Limitations
A-1	Aeroplanes/Airships (above 5700 kg)	Quote Type
A-2	Aeroplanes/Airships (5700 kg and below)	Quote Manufacturer, Group, or Type
A-3	Helicopter	Quote Manufacturer, Group, or Type

NOTES:

- **EASA ratings are limited by type and weight of aircraft.**
- **A rating may be issued for base or line maintenance.**
- **Rotors are also listed under components (C-10) and transmissions (C-11).**

FAA Ratings

Class 1	Composite construction of small aircraft (12,500 lbs. or less)
Class 2	Composite construction of large aircraft (above 12,500 lbs.)
Class 3	All metal construction of small aircraft
Class 4	All metal construction of large aircraft
Limited	Airframes of particular make and model or parts thereof

- FAA ratings are issued for base maintenance only.
- Line maintenance may be performed only at co-located facilities or in accordance with Line Maintenance Authorization.
- A rating is issued if the applicant is shown to have capability.
- Limitations to ratings are issued for make and model or for parts (e.g., landing gear or interior).
- The holder of an Aircraft rating can inspect but cannot repair power plants.
- Rotors may be maintained under an Aircraft rating.

EASA Engine and FAA Powerplant Ratings

EASA Ratings		FAA Ratings	
Ratings	**Limitations**	Class 1	Reciprocating engines of 400 HP or less
B-1 Turbine	Engine Type	Class 2	Reciprocating engines of more than 400 HP
B-2 Piston	Engine Manufacturer Engine Type or Group	Class 3	Turbine engines
B-3 APU		Limited	Engines of a particular make and model or parts thereof
Auxiliary Power Unit (APU) is listed under Component Engine C-7.		APU is listed as a limited accessory rating.	

EASA Rating		FAA Ratings	
Class	**Rating**	**Propeller Rating**	
Components other than complete engines or APU	C-16 Propellers	Class 1	All fixed-pitch and ground adjustable propellers of wood, metal, or composite construction
		Class 2	All other propellers by make
No major differences.			

EASA Ratings for Components other than Complete Engines or APU and Corresponding FAA Ratings

EASA Ratings		FAA Ratings
C-1	Air Cond. & Pres	Accessory—Class 1 or 3
C-2	Auto Flight	Instrument—Class 3 Gyroscope
C-3	Comms & Nav	Radio—Class 1 Communication, Class 2 Navigation
C-4	Doors & Hatches	Limited Airframe
C-5	Electrical Power	Accessory—Class 2 Electrical, Class 3 Electronic
C-6	Equipment	Limited Airframe, Specialized Service or Limited Radio, Accessory
C-7	Engine—APU	Limited Accessory
C-8	Flight Controls	Limited Airframe, Accessory—Class 1, 2, or 3
C-9	Fuel—Airframe	Limited Airframe, Accessory—Class 1, 2, or 3
C-10	Helicopter—Rotors	Limited Airframe—Make and Model
C-11	Helicopter—Transmission	Limited Airframe—Make and Model
C-12	Hydraulic	Accessory—Class 1
C-13	Instruments	Instrument—Class 1 Mechanical, Class 2 Electrical, Class 3 Gyroscope, Class 4 Electronic
C-14	Landing Gear	Limited Airframe—Landing Gear
C-15	Oxygen	Limited Airframe, Limited Accessory, Limited Specialized Service
C-16	Propellers	Class 1 Propeller—Fixed Pitch, Class 2 Propeller—All Other
C-17	Pneumatic	Accessory—Class 1 Mechanical
C-18	Protection (Ice/Rain/Fire)	Accessory—Class 1 Mechanical, Limited Specialized Service
C-19	Windows	Limited Airframe, Limited Specialized Service
C-20	Structural	Limited Airframe

NOTES: Limitation on EASA ratings as identified by aircraft or component manufacturer.

NOTE: All FAA specialized services must be accomplished using FAA-approved data.

EASA Ratings	FAA Ratings
D-1 Nondestructive Testing (NDT)	FAA equivalent as a Limited Rating, either stand alone or a function under a higher rating.
NO EASA EQUIVALENT, but a function under the limited Airframe/Engine/Accessory rating.	Specialized Service - Welding, Heat Treating, plating or a specific process, etc.

NOTE: All FAA specialized services must be accomplished using FAA-approved/accepted data.

Appendix 8
Audit Report 3: SIS Audit of an FAA-certificated AMO Located in the EU

Part 1: FAA Sampling Inspection System (SIS)

Name of AMO:	
EASA Certificate Number:	**FAA Certificate Number:**
Aviation Authority with Oversight Responsibility:	
Country:	
Number of Employees:	
Date of Audit:	

The FAA uses this form when conducting a SIS inspection of an FAA-certificated AMO located in the EU. The SIS Team shall complete this job aid in its entirety.

Verify that on-site audits have been performed by the AA during the preceding 24 months. (list date of last audit)	Enter date of last audit:
This report applies to the organization, additional fixed locations, and line stations covered under the EASA approval certificate. Please describe all findings in Part 2, Findings/FAA Special Conditions Compliance Status, if applicable.	
Compliance with Special Conditions and MAG Requirements	
1. Does the AMO continue to demonstrate that the FAA repair station certificate and/or rating is necessary for maintaining or altering U.S.-registered aeronautical products or foreign-registered aeronautical products operated under the provisions of 14 CFR. (Example: Do maintenance records at the AMO reflect work is being conducted on U.S.-registered products?) Yes ☐ No ☐	
2. Does the AMO maintain a list of maintenance functions, approved by the Aviation Authority, to be contracted/subcontracted to perform maintenance on U.S. civil aeronautical products? Yes ☐ No ☐ Not Applicable ☐	
3. Does the AMO provided written conformation certifying all involved employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards? Yes ☐ No ☐ Not Applicable ☐	

4. Does the AMO's FAA Supplement address the required information contained in the Maintenance Annex Guidance (MAG)? Yes ☐ No ☐
5. Is the FAA supplement that obligates the maintenance organization to comply with the MAG signed and dated by the current Accountable Manager? Yes ☐ No ☐
6. Has the current revision to the supplement been approved by the Aviation Authority? Yes ☐ No ☐
7. Are EASA and the FAA allowed access to the AMO to inspect for continued compliance with 14 CFR part 145 Special Conditions? Yes ☐ No ☐
Verify that the AMO's supplement to the MOE contains the following statement and procedures and that the AMO is complying with those procedures:
8. A statement in the supplement that the quality system also covers the FAA special conditions. Yes ☐ No ☐
9. Procedures for approval for release or return to service that satisfy the requirements of 14 CFR part 43 for aircraft and use of EASA Form 1 for components. This includes the information required by 14 CFR sections 43.9 and 43.11 and all information required to be made or kept by the owner or operator in English as appropriate. Yes ☐ No ☐
10. Procedures for reporting to the FAA failures, malfunctions, or defects, and Suspected Unapproved Parts (SUP) discovered, or intended to be installed, on U.S. aeronautical products. Yes ☐ No ☐
11. Procedures to notify the FAA regarding any changes to line stations that maintain U.S.-registered aircraft. Yes ☐ No ☐ Not Applicable ☐
12. Procedures to qualify and monitor additional fixed locations within the EU Member States list in Appendix 2 to Annex 2 of the Agreement. Yes ☐ No ☐ Not Applicable ☐

13. Procedures in place to verify that all maintenance functions contracted/subcontracted include provisions for a non-FAA-certificated source to return the Article to the AMO for final inspection/testing and approval for return to service.

Yes ☐ No ☐ Not Applicable ☐

14. Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with technical data approved by the FAA, or accepted under the terms of the agreement (MAG).

Yes ☐ No ☐ Not Applicable ☐

15. Procedures to ensure compliance with an air carrier's Continuous Airworthiness Maintenance Program (CAMP), including the separation of maintenance from inspection on those items identified by the air carrier/customer as Required Inspection Items (RII).

Yes ☐ No ☐ Not Applicable ☐

16. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICA) and handling of deviations. Procedures to ensure that all current and applicable airworthiness directives (AD) published by the FAA are available to maintenance personnel at the time the work is being performed.

Yes ☐ No ☐

17. Procedures to confirm that the AMO supervisors and employees responsible for final inspection and approval for return to service of U.S. aeronautical products are able to read, write, and understand English.

Yes ☐ No ☐

18. Procedures to permit work away from fixed location on a recurring basis, when applicable.

Yes ☐ No ☐ Not Applicable ☐

FAA SUPPLEMENT COMPLIANCE STATEMENT:

19. The FAA Supplement of this maintenance organization has been examined and found to comply with the intent of the FAA Supplement example contained in the MAG, Section C, and is available throughout the maintenance organization at relevant locations.

NOTE: The above areas were inspected and found to meet the FAA supplement requirements. Any exception are listed below in Part 2 of this form.

Yes ☐ No ☐

Part 2: Findings/FAA Special Conditions Compliance Status

Findings Debriefed to the AMO; Findings Formally Reported by FAA	
Non-compliance with special conditions/MAG	Reference to MAG /Special Condition
Findings noted with the equivalent FAR Part 145 section(s)	Reference to Part 145

Signatures	Date of Signatures:
SIS Team members(FAA)	AA Coordinator:
Name:	Name:
Signature:	Signature:
Name:	
Signature:	

NOTE: Signature by the EASA and/or AA only means they have read the report. It does not constitute agreement with findings and comments raised in this report.

MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN UNION AVIATION SAFETY AGENCY

for the EUROPEAN UNION

Section B - Certification Process for U.S.-Based Repair Stations

Introduction

This Guidance details how an FAA-Certificated 14 CFR part 145 Repair Station located in the United States and subject to the terms of the Bilateral Agreement (BA) and Maintenance Annex Guidance (MAG) concluded between the United States and the European Community, may qualify to be approved in accordance with Commission Regulation (EU) 1321/2014 Annex II, EASA Part-145 (hereinafter referred to as EASA Part-145).

I Initial Certification Process

1. Repair Station Located in the United States. Upon receipt of a request for an application for an EASA Part-145 approval from a prospective applicant located in the United States, the FAA will send the applicant a copy of the MAG Section B, which includes an EASA Form 16 application and an example of the EASA Supplement.

2. Applicant Actions.

2.1 Evidence of Need. In order to qualify for an EASA-approved repair station located in the United States, a repair station must have previously obtained an FAA certificate and operations specification (OpSpec). The applicant must submit written confirmation of the need for an EASA approval. Written confirmation may be in the form of a letter of intent (LOI), a work order, or a contract with details of the relevant customer. A relevant customer may be an EU-based AMO or a European operator, distributor, or lessor. The applicant shall:

2.1.1 Complete EASA Form 16. (See Appendix 2 for EASA Form 16 and guidance on completion).

2.1.2 Establish a customized EASA Supplement to the Repair Station Manual/Quality Control Manual (RSM/QCM) based upon the sample EASA Supplement (see Appendix 1).

2.1.3 Submit written confirmation of evidence of need.

2.2 The EASA Form 16, the proposed EASA Supplement, and a copy of the Air Agency Certificate and associated Operations Specifications must be sent to the responsible FAA Flight Standards Office (FSO) at least 60 days prior to the date initial approval is required.

NOTE: The applicant should not send the above documents to EASA.

2.3 The applicant shall comply with EASA fees and charges regulation found at http://www.easa.europa.eu/the-agency/faqs/fees-charges-faq upon receipt of the EASA invoice.

3. FAA Actions.

3.1 The FAA will review the applicant's EASA Supplement to the RSM/QCM and retain one copy of the supplement. On receipt of the application package detailed in Section B, Part I, paragraph 2, the FAA will check the EASA Form 16 for satisfactory completion and review and when satisfied accept the EASA Supplement. The FAA ASI assigned to the repair station shall check the proposed EASA Supplement submitted by the repair station to ensure that it complies with the most recent version of the MAG. The supplement must be customized to reflect the repair station's operations and procedures, but still must contain, at a minimum, the same level of information as the example supplement paragraphs. The applicant may make reference to the appropriate sections of the RSM/QCM where necessary as long as the references are clearly identified. The supplement must include any relevant line stations in an appendix to the EASA Supplement.

> **NOTE: EASA uses the term "line stations," while the FAA uses the term "Line Maintenance Authorization" as required by 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the Agreement.**

3.2 The FAA will conduct an audit/inspection of the repair station for compliance with the provisions of the MAG and other applicable guidance material. Any findings/discrepancies resulting from the inspection have to be resolved and accepted.

3.3 Whenever possible, the oversight audit covering the EASA Special Conditions should be aligned with the normal oversight audit for 14 CFR parts 43 and 145 compliance.

3.4 The repair station cannot be initially EASA-approved if there are any open findings/discrepancies or pending enforcement actions.

3.5 Title 14 CFR part 145 organizations holding line maintenance authorizations may be EASA Part-145 approved subject to the following conditions:

3.5.1 The organization must hold the appropriate airframe rating including authorization.

3.5.2 The organization must show in the EASA Supplement that the quality system covers the 14 CFR part 145 maintenance facility and the line stations.

3.5.3 The FAA must provide an EASA Form 9 recommendation for each additional line station facility. The required fields that need to be completed include Parts 1, 3, and 4 as well Part 2, Item 18.

NOTE: EASA Form 9 is required for each line station only during initial certification.

3.5.4 The supplement must contain a list of any line stations, if applicable, in section 18 and information on the operators and aircraft type supported.

3.5.5 The EASA Part-145 Approval must be based upon the FAA-certificated 14 CFR part 145 airframe rated facility in addition to the listed line stations as detailed on the Operations Specifications D107.

3.6 When satisfied with the evidence of need, the Form 16 application and the EASA Supplement, and subject to the satisfactory outcome of any audit carried out by the FAA, the FAA will make a recommendation to EASA on an EASA Form 9. (Appendix 3 details Form 9 and completion instructions).

3.7 If the FAA discovers deficiencies in a repair station application package or after conducting an oversight audit, the FAA will follow up on corrective actions, but the period for corrective action shall not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the FAA allowed, the FAA should terminate the application process and notify EASA. In the event of unusual circumstances, the FAA should notify EASA, and EASA may agree to extend the period upon mutual agreement with the FAA for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the FAA in writing when all deficiencies have been corrected.

3.8 The recommendation package from the FAA must include a copy of the following items. The completed package must be forwarded to EASA via e-mail at: foreign145@easa.europa.eu.

3.8.1 Completed EASA Form 9 for the main base, each additional fixed location, and each line station listed on the Operations Specification.

3.8.2 A copy of the repair station profile information that lists the ratings, personnel, FAA information, and any outstanding investigations.

3.8.3 Completed EASA Form 16.

3.8.4 Air Agency Certificate and associated Operations Specifications.

3.8.5 A copy of the supplement page listing the line stations with EU customers.

3.9 The FAA will keep a copy of the application package detailed in paragraph 3.8 above including evidence of need, and will make it available to EASA upon request.

3.10 The responsible FAA FSO will keep a current copy of the EASA Supplement that is in compliance with the most recent change to the MAG. EASA does not require a copy of either the manual or supplement.

NOTE: FAA ASIs are not required to check that the prescribed EASA fee has been paid.

4. EASA Actions.

4.1 On receipt of a completed recommendation from the FAA, EASA should review the application package detailed above for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded which should be dealt with as detailed in Section IV. If the application is satisfactory, EASA will forward an invoice to the applicant in accordance with EASA's regulations governing fees and charges.

After payment has been received by the applicant, EASA shall issue an EASA Form 3 approval certificate, with a two-year validity period, to the repair station, providing a copy to the responsible FAA ASI.

4.2 EASA shall list the approved organization including any line stations on the EASA Web site at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

5. FAA Actions.

5.1 The assigned FAA ASI must enter in SAS that the repair station is both FAA-certificated and EASA-approved and add the EASA Special Conditions to all future FAA oversight audits of the repair station facility. When the FAA ASI updates the Repair Station Vitals Information, the EASA web listing will show the renewal issue date. (The renewal date is printed on the EASA certificate and should correspond to the date in the SAS and the date on the EASA web listing.)

II Renewal Process. Guidance for Renewal of the EASA Part-145 Approval

1. Applicant Actions.

1.1 It is the applicant's responsibility to prepare the renewal package in time to receive the new certificate. Typically, this should occur 90 days prior to the expiration of the current certificate.

1.2 The repair station must demonstrate the need for renewal of approval for EASA Part-145 certification, as detailed in the Initial Certification Process above (see Section B, Part I, paragraph 2.1). A relevant customer may be an EASA Part-145 Approved Maintenance Organization, European operator, leasing company, or distributor. The applicant shall:

1.2.1 Complete the EASA Form 16, and

1.2.2 Check that the EASA Supplement reflects the repair station's current procedures and activities and that it complies with the most recent changes to the MAG.

1.3 EASA Form 16 plus any amendment to the EASA Supplement, if appropriate, and a copy of the Air Agency Certificate and associated Operations Specifications should be sent to the responsible FSO at least 90 days prior to the end of the current two-year renewal cycle of the EASA Part-145 approval.

1.4 An organization cannot exercise the privileges of its EASA approval when its EASA certificate has expired. The privileges include approval for return to service of aircraft and approval for return to service of components with an FAA Form 8130-3 dual release certificate. The organization can resume its privileges only after a new certificate has been issued by EASA. The organization will be stated as "invalid approval" on the EASA website from the date the certificate expired until the date the new certificate is issued. If the organization fails to submit the renewal package for more than 3 months after the expiration date, the certificate will be revoked and the organization has to follow the initial certification process to apply for an EASA certificate.

> **NOTE: The renewal due dates are printed on each certificate and are also published on the EASA Web site at: http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php**

1.5 Independent from this technical renewal process, the repair station shall demonstrate compliance with the applicable EASA fees and charges regulation. Invoices are sent to the applicant annually.

> **NOTE: Payment shall be made only after receipt of the EASA invoice.**

The EASA fees and charges regulation can be found at **http://www.easa.europa.eu/the-agency/faqs/fees-charges-faq**

2. FAA Actions.

2.1 When satisfied with the evidence of need, the Form 16 application, and the EASA Supplement, and subject to the satisfactory outcome of any audit carried out by the FAA and any amendments to the supplement being accepted by the FAA, the FAA will make a recommendation to EASA on an EASA Form 9 (see Appendix 3). The completed package must be forwarded to EASA via e-mail at: foreign145@easa.europa.eu.

2.2 The recommendation package must include a copy of the:

2.2.1 Completed EASA Form 9 covering the main base, all additional fixed locations, and all line stations (D107) listed on the operations specification.

NOTE: Only one EASA Form 9 is required to cover all facilities under one approval certificate during renewal. The audit must be conducted within the 2-year renewal period. The FAA may conduct additional audits based on risk if the risk analysis indicates a safety risk.

2.2.2 Completed EASA Form 16.

2.2.3 Repair station profile information that lists the ratings, personnel, FAA information, and any outstanding investigations.

2.2.4 Air Agency Certificate and associated Operations Specifications.

2.2.5 Supplement page listing line stations with European customers.

2.3 A copy of the application package detailed in paragraph 2.2 above, including evidence of need, shall be retained by the FAA and made available to the EASA upon request.

2.4 The FAA will advise EASA of Level 1 findings immediately and without undue delay leading to enforcement actions and findings related to the EASA special conditions. Reports shall be made on an EASA Form 9.

2.5 The FAA must ensure that the recommendation package is submitted to EASA at least 30 days before the renewal due date.

NOTE: FAA ASIs are not required to check that the prescribed fee has been paid.

3. EASA Actions.

3.1 On receipt of a completed recommendation from the FAA, EASA shall review the application for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded thereon in accordance with Section B, Part IV. When satisfied with the content of the application, EASA shall issue a revised EASA Form 3 U.S. with a new renewal date to the organization with a copy to the assigned FAA ASI.

3.2 Continued validity of the approval is subject to compliance with EASA's fees and charges regulation.

NOTE: The revised renewal due dates shall be published on the EASA Web site at: http://www.easa.eu.int/ws_prod/c/c_orgapprocaopart145us.php

4. FAA Actions.

4.1 The assigned FAA ASI must enter in SAS that the repair station is both FAA-certificated and EASA-approved and add the EASA special conditions that apply to all future FAA oversight audits of the repair station facility. When the FAA ASI updates the Repair Station Vitals Information, the EASA web listing will show the renewal issue date. (The renewal date is printed on the EASA certificate and should correspond to the date in the SAS and the date on the EASA web listing.)

4.2 Recommendation. Any enforcement action under 14 CFR parts 43 and 145 that has an acceptable corrective action plan will not prevent the FAA from providing EASA with a recommendation for renewal of the repair station's EASA Part-145 approval. EASA recommends that the following items should not prevent a positive recommendation to EASA when the repair station has taken corrective action, or has submitted a plan for corrective action that the FAA has accepted. (The corrective action plan must be attached to Form 9).

- Failure to comply with EASA requirements.
- Overall failure to comply with the EASA special conditions.
- Failure to use FAA-approved data for major repairs/alterations/ modifications.
- Failure of the repair station to maintain a working QAS.

4.3 Non-recommendation. The FAA shall provide EASA with a non-recommendation when the FAA has found significant safety issues using the criteria above and corrective action has not been taken or the FAA has not accepted a plan for corrective action. EASA may elect not to authorize renewal of the approval or elect to suspend/limit an EASA approval until corrective action has taken place or a plan for corrective action has been accepted by the FAA and submitted with EASA Form 9.

NOTE: The non-recommendation package should contain the Letter of Investigation (LOI) sent by the FAA as well as the applicant's response to the LOI, if any. The non-recommendation does not necessarily lead to certificate action by EASA.

5. Significant Findings and Enforcement Action.

5.1 When the FAA has reason to take certificate action against an EASA-approved 14 CFR part 145 repair station, which may result in revocation or suspension, in whole or in part, of the approval, the FAA will complete an EASA Form 9 non-recommendation and immediately forward the form to the EASA Continuing Airworthiness Manager for action.

5.2 Once EASA receives a non-recommendation from the FAA, EASA will contact the FAA Coordinator (AFS-300) and discuss the possible action to be taken. The FAA Coordinator will verify if there is enough evidence available for action to be taken. The FAA National Coordinator (AFS-300) should be kept informed of any issues related to a non-recommendation.

5.3 After consultation with the FAA Coordinator (AFS-300), EASA may formally suspend the approval until EASA receives a positive recommendation from the FAA on the EASA Form 9. The organization shall be formally informed and the FAA Coordinator (AFS-300) shall be copied for each formal suspension. The EASA web list shall also be updated. During the suspension period, the FAA ASI should follow up on the progress of the organization's corrective action plan and report at intervals of not more than 3 months to the FAA Coordinator (AFS-300). The FAA Technical Specialist (AFS-370) will then inform the FAA National Coordinator (AFS-300) and EASA FS1.

5.4 After a company surrenders its EASA approval certificate to the FAA, the FAA must inform EASA by e-mail to foreign145@easa.europa.eu and archive the EASA certificate. The EASA FS1 shall notify the FAA Coordinator of the surrender and will update the EASA web list.

6. **Renewal Extensions.** In exceptional circumstances, EASA may grant an extension for a maximum of 60 days, subject to receipt from the FAA of a completed Form 9 confirming that the organization remains in compliance with 14 CFR parts 43, 145, and the EASA Special Conditions, and giving a valid reason for the late submission. The Form 9 recommendation for an extension must be made prior to the end of the 2-year period.

III **Change/Amendment Process.** Any change of name; including doing business as (d/b/a) names, a change of the address of the Approved Facility (this does not include the mailing address), or change of Repair Station number; requires the EASA certificate to be re-issued and should be processed as described below. (Evidence of need is not required for this section.)

1. **Applicant Actions.**

1.1 The Repair Station must complete EASA Form 16.

1.2 The corresponding amendments to the EASA Supplement must be made.

1.3 EASA Form 16 and the amendments to the EASA Supplement shall be sent to the supervising certificate-holding office (CHO) at the same time the FAA application for amendment to the FAA 14 CFR part 145 certificate is made.

2. **FAA Actions.** If any changes are proposed to the current certificate, the FAA will immediately inform EASA within 3 business days of the proposed change to EASA via e-mail: foreign145@easa.europa.eu.The FAA ASI will accept the EASA Supplement that has been amended to reflect the change(s) to the Repair Station details. Following the satisfactory outcome of any required audit by the FAA, the FAA shall recommend acceptance of the changes to the EASA Part-145 approval. The following documents will be forwarded to the EASA Continuing Airworthiness Manager within 10 business days after the issuance of the FAA certificate and associated OpSpecs. The assigned ASI must forward the completed package to EASA via e-mail at: foreign145@easa.europa.eu

2.1 Completed EASA Form 9.

> **NOTE: In the case of name or d/b/a changes, all of Part 1, Part 3, and Part 4 are to be completed. Within Part 2, only item 4 and the EASA supplement status need to be completed.**

2.2 Completed EASA Form 16.

2.3 Revised Air Agency Certificate and associated Operations Specifications.

> **NOTE: During the process of name change to a repair station, the repair station may continue issuing FAA Form 8130-3 dual release, provided the repair station completes the release with the "NEW" name in block 4 and the "OLD" name stated in block 12.**

3. **EASA Actions.** On receipt of a completed recommendation from the FAA, EASA shall review the application for compliance with the Agreement, paying particular attention to the OpSpecs and any Process/Repair specifications recorded thereon in accordance with Section B, Part IV. When satisfied with the contents of the application, EASA shall issue a revised certificate to the repair station with a copy to the FAA ASI, and update the EASA Web site as necessary at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php.

4. **FAA Actions.**

4.1 The assigned FAA ASI will enter the revised details into the FAA FSO/CHO file including updating the SAS Vitals Information.

4.2 Whenever there are changes that include additional line stations or fixed locations, the FAA shall e-mail to EASA a copy of the Amended Supplement page for line stations or Operations Specifications for additional fixed locations, with a completed EASA Form 9 recommendation for the particular fixed location or line station(s).

The assigned FAA ASI is responsible for making the following changes, which do not require notification to EASA:

- Change of ownership or Accountable Manager. However, the new Accountable Manager must sign and update the supplement.

- Amendments to the supplement.

NOTE: The FAA should immediately inform EASA within 3 business days of any change to the Repair Station Certificate, Operation Specifications, or ratings that would affect the current certificate.

5. **EASA Actions.** On receipt of a completed recommendation from the FAA, EASA should formally acknowledge the receipt.

IV **Compliance with EASA ratings detailed in Annex II to Commission Regulation (EU) No 1321/2014.** EASA shall ensure that for all initial issues, renewals, and changes, the ratings are consistent with the permitted ratings detailed in Appendix 2 of Annex II (EASA Part-145) to Commission Regulation (EU) No 1321/2014.

V Work Away from a Fixed Location.

1. If a repair station is requested to perform maintenance on an EU-registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location in the following cases.

> **NOTE: For both cases listed below, the EASA approval privileges can be used only for urgent defect rectification work (i.e., Aircraft on Ground (AOG)) performed on EU-registered aircraft or components fitted to such aircraft.**

1.1 A Repair Station Not Holding an OpSpec D100 Authorization (One-time Special Circumstance). If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and the repair station does not have D100 authorization, the repair station must apply to EASA in advance of doing the work. This application must describe the work to be performed, the date of the work, the customer, and certify to EASA that the repair station will follow all existing procedures in its current Repair Station Manual and EASA Supplement. (The application is to be e-mailed to foreign145@easa.europa.eu.) EASA will review the application and answer the organization in writing via e-mail, with a copy to the FAA, either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter.

1.2 A Repair Station Holding an OpSpec D100 Authorization (On a Recurring Basis). Under the EASA approval, the privilege of working away from a base station can be used only to perform non-routine maintenance, defined as urgent defect rectification, on an EU-registered aircraft or articles intended for installation on an EU-registered aircraft. The FAA Repair Station Manual (RSM) defines the procedural requirements that the repair station should use. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the EASA supplement for this aspect. Within the U.S., the ASI shall be informed and notification to EASA is not required. Outside the U.S., the inspector/surveyor shall be informed and notification to EASA shall be sent prior to commencing the work to the following e-mail address: foreign145@easa.europa.eu

> **NOTE: This paragraph is not applicable to line stations addressed in Section B, Appendix 1, paragraph 18.**

VI Revocation and Suspension

1. **EASA Part-145 Approval.** An EASA Part-145 Approval may be suspended or revoked by EASA if the certificate becomes invalid under the conditions specified in the Agreement, Maintenance Annex, applicable regulations, or if the organization fails to comply with the Agency's fees and charges regulation.

1.1 Any certificate action involving suspension or revocation shall be carried out by EASA in accordance with EASA Part-145.B.35 and applicable EASA procedures.

1.2 FAA revocation of the 14 CFR part 145 Certificate automatically invalidates the EASA Part-145 Approval Certificate. There is no right of appeal to EASA when the FAA revokes or suspends any FAA 14 CFR part 145 Repair Station Certificate or rating.

2. **EASA Action.**

2.1 EASA shall notify the holder of an EASA Part-145 Approval in writing about any suspension or revocation including the option for the organization to appeal the decision in accordance with Article 108 of Regulation (EU) 2018/1139.

2.2 EASA shall also notify the FAA Coordinator (AFS-300), and update the EASA Web site as necessary at http://www.easa.europa.eu/ws_prod/c/c_orgapprocaopart145us.php

3. **FAA Action.**

3.1 The FAA Coordinator (AFS-300) will forward a copy of the EASA documentation on the suspension or revocation action to the assigned FAA ASI.

3.2 When a Repair Station surrenders its EASA certificate to the FAA, the FAA will notify EASA. The notification will be sent to the following e-mail address: foreign145@easa.europa.eu. The FAA CHO/FSO will retain and archive the EASA certificate and update SAS.

3.3 The assigned FAA ASI will enter this updated information in the FAA CHO/FSO file and the SAS Vitals Information.

VII Appeal and Conflict Resolution

1. If the holder of the Repair Station Certificate does not accept the EASA Executive Director decision about suspension/revocation, he/she may appeal the decision.

APPENDICES

Appendix 1
Sample EASA Supplement

EASA SUPPLEMENT REFERENCE NO._____

TO FAA 14 CFR part 145 REPAIR STATION MANUAL/QUALITY CONTROL MANUAL (RSM/QCM) REFERENCE NO.__

Company Name and Facility Address:__

FAA REPAIR STATION NO._____

This supplement does not form part of the FAA 14 CFR part 145 RSM/QCM.

Compliance with the FAA accepted supplement together with the FAA 14 CFR part 145 RSM/QCM forms the basis of the European Union Aviation Safety Agency (EASA) Part-145 approval.

This supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in this guidance.

The cover page of the EASA Supplement shall include the information in the above statement.

NOTE: This Sample EASA Supplement gives guidance on the subjects that need to be addressed and translated into working procedures to ensure compliance with the EASA Special Conditions. The applicant must customize the supplement to reflect the specific repair station operation and related procedures.

A. INDEX

1. LIST OF EFFECTIVE PAGES. Self Explanatory

2. AMENDMENT PROCEDURE.

a) This section should describe the procedures the organization shall use to ensure the EASA supplement remains current and should specify that amendments must be submitted to the responsible FAA FSO for acceptance. The working practices and procedures must be reflected in the 14 CFR part 145 RSM/QCM and, if appropriate, in this EASA Supplement. In addition, this paragraph should identify who within the organization is responsible for approving amendments and for ensuring that all amendments to the supplement are submitted to the FAA for acceptance.

b) Failure to ensure that the 14 CFR part 145 RSM/QCM and this EASA Supplement are kept up to date in respect of regulatory changes (including changes to the MAG) and that the repair station staff comply with the procedures therein could invalidate the EASA Approval.

c) Changes to the MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

3. INTRODUCTION.

a) This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to 14 CFR part 145.

b) The Maintenance Annex agreed to by the FAA and EASA specifies the basic differences between EASA Part-145 and 14 CFR part 145 and identifies these differences as special conditions.

c) A 14 CFR part 145 repair station can be EASA Part-145 approved when the repair station complies with the maintenance special conditions as detailed in this procedure in addition to complying with 14 CFR parts 145 and 43.

d) The supplement should help ensure that the organization is working in accordance with the provisions of its EASA Part-145 Approval Certificate and to ensure that the differences between the EASA and FAA regulations are taken into account.

4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT.

a) This paragraph represents the agreement by the Accountable Manager that the organization will comply with the conditions specified in the supplement whilst operating in accordance with the EASA Part-145 approval. It includes recognition of the consequences of failing to meet either requirements or standards.

b) The accountable manager is normally intended to mean the chief executive officer of the organization, who, by virtue of position, has overall responsibility (including appropriate financial authority) for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation.

c) An acceptable statement for this paragraph would be:

> "This supplement in conjunction with the RSM/QCM [insert RSM/QCM reference here as applicable] defines the organization and procedures upon which EASA approval is based.
>
> "These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being performed under the conditions of the EASA Part-145 approval.
>
> "It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by EASA and notified to this organization from time to time.
>
> "It is understood that EASA shall issue an Approval Certificate and list this repair station in an EASA published list as long as EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate if EASA determines that procedures are not followed or standards not upheld."

d) This statement shall be signed and dated by the Accountable Manager for and on behalf of the repair station.

e) Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

5. APPROVAL BASIS AND LIMITATION.

a) EASA approval is based upon compliance with 14 CFR parts 145 and 43 except where varied by the special conditions specified in the Maintenance Annex and associated guidance. However, this approval must not exceed the ratings permitted by Commission Regulation (EU) No 1321/2014.

b) The approval of maintenance work is limited to the scope of work permitted under the current certificate issued by the FAA to the repair station in accordance with 14 CFR part 145 for work carried out within the United States. Deviations have to be agreed on a case-by-case basis by the JMCB.

6. ACCESS BY EASA AND FAA. In accordance with the Agreement, Annex 2,

Appendix 1, paragraph 1.2:

a) The supplement must confirm that the repair station agrees to provide access to EASA and FAA to ascertain compliance with 14 CFR part 145, the EASA Special Conditions, procedures, and standards and to investigate specific problems.

b) The supplement must confirm that the organization will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures and that the organization will cooperate with these actions.

7. WORK ORDERS/CONTRACTS.

This section should describe the procedures the repair station shall use to ensure the following:

a) That the repair station shall receive clearly stated work orders describing the scope of the work to be accomplished from the customer.

b) How it ensures the work order specifies the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacement required.

c) How completeness of and compliance with the customer's work order is ensured.

d) That the customer remains responsible for correctly informing the repair station by work order of all required maintenance and alterations.

8. APPROVED DESIGN AND REPAIR DATA.

a) Changes to the type design: Major Changes, Minor Changes, supplemental type certificates (STC). The EASA-approved design engineering data is normally data supplied by an EASA Design Organization Approval (DOA) holder, or data approved by the National Aviation Authority of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by EASA. In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the Technical Implementation Procedures (TIP).

> **NOTE: EASA defines "design change" as a change to the type design. EASA *does not* automatically accept alterations that affect type design.**

b) Repairs. The FAA shall approve design data in support of major repairs in accordance with:

(1) FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1, Flight Standards Information Management System. Minor repairs are made in accordance with "acceptable" data, in accordance with 14 CFR part 43.

(2) EASA shall approve design data in support of repairs in accordance with EASA Part 21 Subpart M-Repairs and EASA's procedure Type Certificate Change and Repair Approval.

c) EASA Acceptance of FAA Repair Design Data.

(1) EASA shall accept data used in support of major repairs regardless of the State of Design of the product, part or appliance, if:

(i) EASA has certificated/validated the product or appliance,

(ii) The FAA is the authority of the State of Design for the repair design data, and

(iii) The FAA repair design data approval is substantiated via an FAA letter or FAA Form 8110-3, FAA Form 8100-9, properly executed FAA Form 337, or a signed cover page of a repair specification.

(2) EASA shall also accept data used in support of minor repairs when:

(i) EASA has certificated/validated the product or appliance,

(ii) The FAA is the authority of the State of Design for the repair design data, and

(iii) The repair design data has been provided by a U.S. type certificate (TC)/STC or TSOA holder, or

(iv) For minor repairs from other than a U.S. TC/STC or TSOA holder, the determination that data is acceptable (under 14 CFR Part 43) has been made by a U.S. maintenance organization under FAA's authorized system.

NOTE: An EU company must use EASA Part 21 for the approval of repair data for use on an EU-registered aircraft. Unless the minor repair data has been previously used on an N-registered aircraft, an EU company cannot determine any data to be acceptable data under 14 CFR Part 43 for use on an

EU-registered aircraft.

(3) In these circumstances, repair design data are considered to be EASA-approved following its approval or acceptance under FAA's system. This process does not require application to EASA or compliance findings to the EASA certification basis.

9. AIRWORTHINESS DIRECTIVES. This section should describe the procedures the Repair Station will use to address items a, b, and c below.

a) Explain how the organization ensures it has all EASA ADs applicable to the work it is performing under the ratings it holds.

b) State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that it makes the applicable EASA ADs available to its personnel when they perform work under its EASA approval and rating.

c) Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organization does not comply with an applicable AD, its non-compliance must be recorded in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

10. RELEASE AND ACCEPTANCE OF COMPONENTS.

a) This section should describe the procedures the repair station will use to ensure that the release to service of components up to and including complete powerplants will be carried out in accordance with 14 CFR § 43.9, except that Section B, Appendix 1, paragraphs 7 through 10 shall also be taken into account. At the completion of maintenance, an FAA Form 8130-3 shall be issued as a maintenance release by the repair station.

b) The FAA Form 8130-3 should include the EASA Part-145 release to service certifying statement with the EASA Part-145 Approval Certificate number in block 12, and specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, and PMA parts, and it should quote the reference and issue/revision of the approved data used.

c) An example completed FAA Form 8130-3 dual release shall be included by the repair station in the supplement. Instructions shall be included in the supplement specifying that blocks 13a through 13e are not to be used by the repair station.

d) The signature of the person approving the component for return to service shall be in block 14b with the FAA Repair Station Certificate number in block 14c.

e) The status of the component (repaired, inspected, overhauled, etc.) shall appear in block 11 with any relevant comments including detailed references to approved data, ADs, etc., in block 12. Example: “Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and FAA AD xyz complied with. Full details held on WO 456.”

f) Block 12 shall also contain the following statement:

“Certifies that the work specified in block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: “EASA 145…….”

NOTE: In the case of maintenance carried out by a U.S.-based EASA Part-145 approved organization subject to the Agreement, EASA only recognizes the dual release FAA Form 8130-3 for component, engine, or propeller maintenance.

g) Please note that the sub-clause “except as otherwise specified” in block 12 is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or attachments.

(2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

h) The repair station will identify in the RSM/QCM how it maintains and revises the roster of personnel authorized to sign an FAA Form 8130-3 (maintenance release) for approving a maintained or altered article for return to service.

i) The supplement should include information regarding the acceptability of components authorized for use during maintenance that should comply with the following paragraphs k and l.

j) Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

k) Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance.

(1) New Components.

(a) New components must be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.

i) For new components from a U.S. PAH, a release must be documented on an FAA Form 8130-3 as a new part.

NOTE: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design, the PAH, or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.

ii) For new components released by an EU PAH, a release must be documented on an EASA Form 1, as a new part.

iii) Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR part 21, section 21.9(a)(6), and part 43, are not subject to the foregoing provision.

iv) Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation.

NOTE: EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts are: parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc…"

v) PMA parts may be accepted only as detailed in subparagraph 10(k)(1)(a)(i) above and in the Technical Implementation Procedures (TIP) .

vi) Engines rebuilt by the production approval holder can be accepted as specified in the Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP-paragraph 7.7.1).

vii) Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700

(2) Used Components.

(a) Used components must be traceable to FAA- and/or EASA-certificated facilities that are approved and authorized to certify the maintenance, preventive maintenance, and/or alterations they have performed. In the case of life-limited parts, the life used must be appropriately documented. The used component must be in a satisfactory condition for installation and be eligible for installation as stated in the PAH parts catalogue or aviation authority (AA) approval document. An authorized release document, as provided below, must accompany the used component.

i) An FAA Form 8130-3 issued as a dual maintenance release must accompany used components from EASA-approved U.S.-based 14 CFR part 145 repair stations.

ii) Used components from a 14 CFR part 145 repair station not EASA-approved must not be used even if accompanied by an FAA Form 8130-3.

iii) An EASA Form 1 issued as a maintenance release shall accompany used components from EASA Part-145 approved maintenance organizations not located in the U.S.

iv) Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700

l) The following table is a summary of possible scenarios for components released after maintenance:

<table>
<tr><td colspan="4">Privileges of the dual EASA- and FAA-certificated maintenance organization</td></tr>
<tr><td colspan="2">United States</td><td colspan="2">Europe</td></tr>
<tr><td colspan="2">Release Document of Final Assembly:
8130-3 Dual Release</td><td colspan="2">Release Document of Final Assembly:
EASA Form 1 Dual Release</td></tr>
<tr><td colspan="2">Acceptable New Products/Articles:

EASA Form 1 NEW
8130-3 NEW
C of C Standard Parts</td><td colspan="2">Acceptable New Components:

EASA Form 1 NEW
8130-3 NEW
C of C Standard Parts</td></tr>
<tr><td>USED Products/Articles:

Acceptable Used Products/Articles Release Document (input)</td><td>Final Assembly Release document

(output)</td><td>USED Components:

Acceptable Used Components Release Document (input)</td><td>Final Assembly Release document

(output)</td></tr>
<tr><td>8130-3 Single</td><td>8130-3 Single</td><td>Form 1 Single</td><td>Form 1 Single</td></tr>
<tr><td>8130-3 Dual</td><td>8130-3 Dual</td><td>Form 1 Dual</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Dual</td><td>8130-3 Dual</td><td>8130 Dual</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Single</td><td>Form 8130-3

(see below U.S.)</td><td>8130 Single</td><td>Form 1

(see below Europe)</td></tr>
</table>

m) Release statements for cases where compliance with both regulatory systems cannot be met (parts installed with single release, ADs not being complied with).

United States

One or more products/articles were installed with an EASA Form 1 single release, so the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an EU-registered aircraft."

In block 14a,check only the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 43.9.

In block 12, the following text should be inserted:

"Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.

This product/article meets part 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft:"

(List the items)

Europe

One or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on a US-registered aircraft."

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

"The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no._____."

This product/article meets 145.A.50 requirements, except for the following items, and therefore is **"not"** eligible to be installed on an EU-registered aircraft:"

(List the items)

n) Release Procedure for Components That Are Used Only in an EASA-approved Design (TC/STC).

(1) FAA/EASA Policy. Based on the BASA principle of mutual technical assistance, the FAA and EASA acknowledge the need for U.S.-based repair stations to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The U.S.-based repair station, under its FAA certificate and ratings, may perform maintenance and/or alteration activities and provide the FAA Form 8130-3 Airworthiness Approval for return to service for the work performed on component parts to be installed on non-U.S. type certificated aircraft.

(2) Scope of Maintenance Work Authorized. The authorization/approval to perform maintenance on component parts to be installed on non-U.S. type-certificated aircraft is limited to the scope of the repair station's FAA ratings and EASA approval based upon compliance with 14 CFR parts 43 and 145, except where it is varied by the special conditions specified in the Maintenance Annex Guidance (MAG). The EASA approval does not exceed the ratings permitted by Commission Regulation (EU) No 1321/2014.

(3) Repair Station. The repair station's accountable manager will submit to the FAA responsible Principal Inspector, in writing, a request to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-U.S. type-certificated aircraft. The written request must include a revised EASA supplement listing the component parts, the scope of maintenance that will be performed on the parts, including a self-assessment of the following elements: tooling, equipment, data used, training, facilities, qualified personnel, etc.

(4) FAA Flight Standards Principal Inspector. The FAA Principal Inspector who has oversight responsibility for the repair station will review the request and verify the repair station ratings and that EASA approval supports the maintenance activities requested (i.e., tooling, equipment, data used, training, qualified personnel, facilities) and review the revised EASA supplement containing the listed component parts. Once reviewed and found acceptable to the PI, the PI will forward the accountable manager's request and EASA supplement page listing the component parts to EASA for acceptance (e-mail to foreign145@easa.europa.eu).

(5) EASA Flight Standards. Upon receipt, EASA will review the request and associated EASA supplement page listing the parts and will provide, in writing, the acceptance or denial. EASA will e-mail the repair station's accountable manager of EASA's decision and will carbon copy the FAA Principal Inspector via e-mail.

(6) Return to Service. The repair station's EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will ensure the repair station issues the FAA Form 8130-3 Airworthiness Approval return to service by signing blocks 14b and 14c. The EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will check block 14a, the box stating, "Other regulation specified in Block 12." The repair station's EASA accountable manager (or his/her delegate authorized and listed on the return to service roster) will notate in block 12, "Certifies that the work performed in block 11/12 was carried out in accordance with EASA Part 145 and, in respect to that work, the component part is considered approved for return to service under EASA Part 145 approval no._____ for installation on European Union-registered aircraft only. Not for installation on U.S.-registered aircraft or components of such aircraft."

(7) FAA Oversight. The FAA Principal Inspector who is assigned oversight responsibility for the repair station will conduct surveillance activities of the non-U.S. type certificated component parts when conducting normal oversight for the EASA special conditions, per FAA Order 8900.1 guidance.

11. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY. This section should describe the procedures the repair station will use to ensure that the Certificate of Airworthiness and the Airworthiness Review Certificate are valid prior to the issue of a release to service document. This paragraph is applicable only to repair stations with an airframe/aircraft and/or limited airframe rating.

> **NOTE: Although EU aircraft have indefinite C of As, the C of A's validity period is verified by means of an "Airworthiness Review Certificate" (ARC). The EASA Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the ARC has not expired prior to release of the aircraft as specified in Section B, Appendix 1, paragraph 12. If the ARC has expired, inform the customer prior to the release as specified in paragraph 12.**

12. RELEASE OF AIRCRAFT AFTER MAINTENANCE.

a) This section should describe the procedures the repair station will use to ensure that the release to service of aircraft will be carried out in accordance with 14 CFR part 43, § 43.9, except that paragraphs 7 through 10 and 12 of this supplement must be taken into account. At the completion of maintenance, make the following certification in the aircraft maintenance record.

b) Return to Service in Accordance with 14 CFR part 43, § 43.9 and the following: "Certifies that the work specified; *except as otherwise specified*, was carried out in accordance with FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."

c) Please note that the sub-clause “except as otherwise specified” is intended for use with two types of deviations as follows:

(1) The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the 14 CFR part 43, § 43.9 Approval for Return to Service and/or attachments.

(2) The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA Airworthiness Directive not approved by the FAA.

d) Where the customer/operator requires his/her paperwork to be signed, the following alternate certification can be made. The following is applicable only to repair stations with airframe and/or limited airframe rating.

(1) Release to Service in Accordance with EASA Part-145.A.50 (for EU-registered aircraft only):

“Certifies that the work specified, except as otherwise specified, was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service.”

(2) In all cases, the repair station must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance actions requested, then details of the work not performed must be endorsed on the Release to Service and the Operator informed.

(3) Quote the EASA Part-145 Approval Certificate Number and the FAA 14 CFR part 145 Certificate Number in all cases, whether it is a 14 CFR part 43 Approval for Return to Service or an EASA Part-145 Release to Service.

13. REPORTING OF UNAIRWORTHY CONDITIONS. This section should describe the procedures the repair station will use to ensure that, when serious defects are found in EU-registered aircraft or components received from an EU customer, the defects must be reported to EASA, the aircraft/component design organization, the authority of the state of registry, and the customer or Operator within 72 hours. When reporting to EASA, the identity of the customer must be included to allow follow up action.

a) Explain the procedures the organization will use to ensure that it will submit a report in a form and manner acceptable to EASA containing the information required by EASA Part-145 in English through the EASA online platform: http://www.aviationreporting.eu/

b) Submit this form when reportable problems are found on an aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of EASA.

(1) Responsibility. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to EASA.

NOTE: EASA Part-145 reporting requirements include SUP reporting requirements.

14. QUALITY ASSURANCE SYSTEM (QAS).

a) This section should describe the detailed procedures the repair station will use for the operation of an independent QAS and should include the following items.

b) The primary objective of the QAS is to enable the organization to satisfy itself that it can deliver a safe product and that it remains in compliance with 14 CFR part 43, 14 CFR part 145, and the EASA special conditions.

c) The QAS should cover all the contracted maintenance functions work in accordance with guidance given in Item 16 of the Supplement.

d) Develop an audit plan annually that includes applicable paragraphs of 14 CFR part 43, 14 CFR part 145, and the EASA special conditions

e) There are two elements to the system:

(1) An independent audit system.

i) The independent audit system is a process of sample audits of all aspects of the repair station's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard, nor does it replace any associated inspection/quality control system. Independence shall be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure, or product being audited.

ii) The audit system shall cover the oversight of all multiple facilities and line stations under the approval and must contain as a minimum the following:

- Procedural audits. The audits should monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

- Product audits. The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check should not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

iii) It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

iv) The process of sample audits may be carried out once per year as a single exercise or conducted in segments during a period of one year in accordance with the audit program contained in the Supplement. All applicable 14 CFR parts 43 and 145 provisions and the EASA Special Conditions as detailed in this guidance should be checked at least once per year against each primary product line.

v) A primary product line is any one aircraft, engine, avionic, or mechanical product line where the systems and procedures are very similar throughout that product line.

vi) Repair stations with fewer than 10 employees may contract the audit function to a person acceptable to EASA who is not employed by the repair station. But in this case the audit of all applicable 14 CFR parts 43 and 145 provisions and EASA Special Conditions as detailed in this guidance must be carried out twice per year. The organization intending to contract the audit function should contact EASA at foreign145@easa.europa.eu for further guidance concerning qualification and training requirements.

(2) A management/control and follow up system.

i) The management control follow up system, which must not be contracted to outside persons, consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the accountable manager to remain informed of the state of compliance and any safety issues. The accountable manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies, except that in the larger repair stations such meetings may be delegated on a day-to-day basis to the Quality Manager as long as the accountable manager meets at least once per year with the senior staff involved to review the overall performance.

ii) Where the repair station has associated line stations and/or additional fixed locations, the system should describe how these are integrated into the system and shall specify the need to audit each line station and/or additional fixed location at least once per year.

iii) Where applicable, each line station that is used by an aircraft operated under the regulatory control of an EU Operator in accordance with the conditions of the Maintenance Annex should be listed giving its location and the basic maintenance capability at each such location.

iv) The QAS as specified in this paragraph must be extended to include the need for the approved maintenance organization to audit the listed line station and/or additional fixed locations.

v) One example of the particular product line shall be used as the basis of each audit, except in the case of stores audits when a random selection of parts should be used for the audit. It therefore follows that a repair station maintaining aircraft and engines (off aircraft) and mechanical parts (off aircraft) would need to carry out three audit sample checks each year with the particular product type changed each year. A sample audit program is attached.

vi) A report shall be prepared for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant departments for rectification action giving target rectification dates. The relevant departments are required to rectify the findings/discrepancies and inform the quality department.

vii) A product should be selected in each hangar and each workshop and the sample audit program conducted at least once per year (twice per year in the case of a repair station with fewer than 10 employees and which chooses to contract the audit to an outside person except that in the case of procedures which are common throughout the repair station, the procedures need only be audited once per year if there are no problems).

15. PROVISION OF HANGAR SPACE FOR AIRCRAFT MAINTENANCE.

a) This section must describe the procedures the repair station will use to ensure that covered hangar space is available for the base maintenance of aircraft operated under the regulatory control of an EU Member State undergoing maintenance and/or alteration. When the customer and repair station sign a contract for maintenance, the agreement must confirm that hangar space will be available at the time of base maintenance and alterations.

NOTE: This section is applicable only to repair stations with airframe and/or limited airframe ratings.

16. CONTRACTED MAINTENANCE. This section should describe the procedures the repair station shall use to ensure that the items to be contracted are specified and that the contract meets the terms of the implementation procedures.

NOTE 1: When part of the maintenance is contracted to another organization, the repair station must ensure that the other organization is approved to EASA Part-145 for the maintenance function. To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of the following conditions: (1) entering into an agreement with another person or entity (FAA-certificated or non-certificated and EASA-

approved or non-approved) to perform maintenance functions on an article; and (2) the repair station chooses to exercise the privileges of its certificate and assumes responsibility for the work performed by the contracted person or entity. **If maintenance is contracted to a non-EASA-approved organization, then this is considered to be a Non–certificated Facility. In such a case, the repair station approving the product for return to service is fully responsible for ensuring its airworthiness.**

NOTE 2: To prevent duplication with the FAA Repair Station Manual and the EASA Supplement, it is permissible to make a cross reference to the RSM procedures in the EASA Supplement making a clear reference to where the information is to be found.

a) List of Contractors. EASA recognizes that 14 CFR part 145 permits the repair station to contract maintenance functions provided the maintenance functions are approved by the FAA and the originating repair station exercises the privileges of its certificate by assuming responsibility for the work performed by providing the approval for return to service. Title 14 CFR part 145, section 145.217 requires the repair station, in a format acceptable to the FAA, to provide the name of each outside facility to whom the repair station contracts maintenance functions and the type of certificate and ratings held, if any. EASA can accept this practice when the repair station identifies those contractor(s) the repair station will use to support maintenance activities for aircraft registered in the EU or aeronautical products to be installed on such aircraft. **The repair station shall establish a list identifying the contractors that hold an EASA Part-145 certificate and make it available to EASA on request.**

b) Qualifying and Auditing Contractor.

(1) Describe the procedures the Repair Station will use to qualify and audit contractors performing maintenance functions.

(2) Contracting to non-EASA-approved Sources. If the Repair Station contracts a maintenance function to a non-EASA-approved source, the Repair Station must be appropriately rated itself to perform the work. This section should:

i) Explain that the Repair Station is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

ii) Indicate that any non-EASA-approved contractor to which work is contracted must be under the control of the Repair Station’s QAS. Compliance with this supplement must be ensured for each contracted maintenance function.

iii) Explain that if the Repair Station cannot determine the quality of the maintenance performed under contract, the maintenance function may be contracted only to an EASA-approved facility that is able to test and/or inspect the work performed and issue an approval for return to service for the work performed. If the originating Repair Station must disassemble the article/item on which the maintenance function was performed under contract in order to determine the quality of the work performed, then the maintenance function should not be contracted to a non-EASA-approved source.

(3) Contracting to EASA-approved Facilities. This subsection should:

i) Explain that if the Repair Station sends an article to another organization that is EASA-approved and FAA-certificated, and that person or entity exercises the privileges of its certificate by assuming responsibility for approving for return to service each item on which it has worked, that process is not considered contracting a maintenance function for purposes of the responsibilities of the originating Repair Station.

ii) Describe the procedures the Repair Station will use to determine that the EASA-approved Repair Station to which maintenance functions are contracted is properly certificated to perform that work.

(4) Receiving Inspections. This subsection should:

i) Describe the Repair Station's procedures for inspecting the work performed by a contractor on an item that has been approved for return to service by the contractor.

ii) Describe the procedures the Repair Station uses to provide technical training for receiving inspection personnel who inspect maintenance functions contracted.

iii) Explain the procedures the Repair Station will use to ensure that items on which contracted maintenance functions have been performed are properly processed through the organization's receiving inspection procedures.

iv) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.

v) Describe the method of recording a contractor's work and the record retention period.

(5) Audits. This subsection should:

i) Describe the procedures the Repair Station uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.

ii) Describe the procedures the Repair Station will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and Instructions for Continued Airworthiness for the maintenance functions performed.

iii) Describe how contractors are informed of any changes to these manuals and procedures.

17. HUMAN FACTORS. This section should describe the procedures the repair station will use to ensure the detection and rectification of maintenance errors that may endanger the safe operation of aircraft. The procedures shall ensure that the FAA-approved initial and recurrent training program and any revision thereto includes human factors training, addressing resources, human performance limitations, shift changeovers, and how personnel are trained to ensure an understanding of the application of human factors principles. The following topics should be covered:

a) General/Introduction to human factors

b) Safety Culture/Organizational factors

c) Human Error

d) Human performance and limitations

e) Environment

f) Procedures, information, tools, and practices

g) Communication

h) Teamwork

i) Professionalism and integrity

j) Organization's Human Factors program

NOTE: The recurrent human factors training shall not be a simple repetition of the initial training. Instead, it shall be built upon errors/lessons learned and the experiences within the organization (or group of organizations). This should help ensure that the results of internal quality audits and occurrence reports are brought to the attention of all staff.

18. LINE STATIONS.

a) Repair Stations With Line Maintenance Authorization. EASA uses the term line stations, while the FAA uses the term line maintenance authorization in 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement.

b) EASA Certificate. The EASA certificate shall cover line stations under the surveillance of the FAA, except those located in one of the EU Member States and holding an FAA line maintenance authorization.

c) Air Carrier. Where the repair station is also a 14 CFR part 121 air carrier and holds a 14 CFR part 145 certificate, the procedure shall ensure that at least one of its main maintenance facilities is rated for the aircraft type(s) and the scope of work is relevant to the line station(s).

d) Repair Station. The procedure must specify that a 14 CFR part 145 repair station can be accepted to perform the line maintenance only if the Operations Specifications Part D107 authorizes the certificate holder to perform line maintenance and lists the specific locations for the operators.

e) For Each of the Above.

(1) The EASA supplement procedure must clearly demonstrate that the quality system covers the air carrier certificate (if applicable), the 14 CFR part 145 certificate, and the line stations and all stated activities. It shall be shown how control by the parent facility is ensured, that the line station(s) operate under the same EASA supplement as the parent facility, and the ratings do not exceed those of the parent facility.

(2) All line stations exercising the privileges of the EASA Part-145 approval must be listed in the EASA supplement together with associated operator, aircraft type, location, and contract specifying the scope of work for that particular operator. This contract shall also contain the mutually agreed training requirements (between each individual operator and the repair station) for the certifying staff that will perform the approval for return to service.

(3) A copy of the relevant page of the supplement must also be supplied to EASA as part of the package for initial, renewal, or change (affecting the list of line stations) to the approval.

NOTE: SAS is primarily used to identify line stations of FAA repair stations within the United States that provide maintenance for U.S. air carriers. EU operators operating under 14 CFR part 129 shall also be listed on OpSpec D107. Additionally, operators must be identified in the EASA supplement and subsequently in the SAS Vitals Information.

19. WORK AWAY FROM A FIXED LOCATION. If a repair station is requested to perform maintenance on an EU-registered aircraft or article located outside the territory of the United States, the repair station may work away from its fixed location in the following cases.

NOTE: For both cases listed below, the EASA approval privileges may be used only for urgent defect rectification work (i.e., AOG) performed on EU-registered aircraft or components fitted to such aircraft.

a) A Repair Station Not Holding an OpSpec D100 Authorization (One-time Special Circumstance). If the EASA supplement or the RSM/QCM does not have a written procedure for work away from its fixed location and the repair station does not have D100 authorization, the repair station must apply to EASA in advance of doing the work. This application must describe the work to be performed, the date of the work, the customer, and certify to EASA that the repair station will follow all existing procedures in its current Repair Station Manual and EASA Supplement. (The application is to be e-mailed to foreign145@easa.europa.eu.) EASA will review the application and answer the organization in writing via e-mail, with a copy to the FAA, either accepting or rejecting the application. If the application is rejected, the reasons will be specified in the letter.

b) A Repair Station Holding an OpSpec D100 Authorization (On a Recurring Basis). Under the EASA approval, the work away from a base station privilege may be used only to perform non-routine maintenance, defined as urgent defect rectification, on an EU-registered aircraft or articles intended for installation on EU-registered aircraft. The FAA Repair Station Manual (RSM) defines the procedural requirements that the repair station should use. It is permissible to prevent duplication to make a cross reference to the RSM procedures in the EASA supplement for this aspect. Within the United States, the ASI shall be informed and notification to EASA is not required. Outside the United States, the inspector/surveyor shall be informed and notification to EASA shall be sent prior to commencing the work to the following e-mail address: foreign145@easa.europa.eu

NOTE: This paragraph is not applicable to line stations addressed in Section B, Appendix 1, paragraph 18.

Sample Audit Program, EASA Supplement
U.S. Repair Stations

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
FAR 43.7 Persons authorized to approve for return to service												
FAR 43.9 Contents of Maintenance and Alteration Records												
FAR 43.12 Falsification of Records												
FAR 43.13 Standards												
FAR 43.15 Additional Standards												
EASA Supplement 4 Accountable Manager Statement												
EASA Supplement 7 Customer Work Order												
EASA Supplement 8 Approved Design and Repair Data												
EASA Supplement 9 Airworthiness Directives												
EASA Supplement 10 Release and Acceptance of Components												
EASA Supplement 12 Aircraft Release or Return to Service												

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement 13 Reporting Unairworthy Conditions												
EASA Supplement 14 Quality Assurance System												
EASA Supplement 15 Hangar Space												
EASA Supplement 16 Contracted Maintenance Functions												
EASA Supplement 17 Human Factors												
EASA Supplement 18 Line Stations												
EASA Supplement 19 Work away from Fixed Location												

Audit details are contained in the associated audit report
Table KEY: / = planned, X = performed

Prepared: Date, sign Quality Manager

Accepted: Date, sign Accountable Manager

Appendix 2 EASA Form 16 Application Form

European Union Aviation Safety Agency U.S. Repair Station application for initial/renewal/amendment of EASA Part-145 approval in accordance with the U.S./EU Bilateral Aviation Safety Agreement	EASA Form 16

1. CFR part 145 repair station name: _____ CFR part 145 certificate number: _____
2. Address of repair station: _____
3. Mailing Address (if different from 2 above): _____
4. Tel: _____ Fax: _____ E-Mail: _____

5. Please select the type of application and complete the appropriate Section of the Form 16

a. Initial ☐ b. Renewal ☐ c. Amendment ☐

5a. Initial application
(Please give a brief summary of the organization history, work capability, line station locations, and number of staff employed associated with the approval.)

5b. Renewal
EASA Cert No: _____

5c. Amendment (Please detail the reason for amendment)
EASA Cert No: _____

6. Position and name of the accountable manager _____

I wish to apply on behalf of this repair station for approval by the European Aviation Safety Agency as an EASA Part-145 approved maintenance organization in accordance with the Bilateral Aviation Safety Agreement and the Maintenance Annex concluded between the United States and the European Union.

I understand that when certifying work for a European Union customer, the repair station is required to work in accordance with 14 CFR parts 43 and 145, except where varied by the EASA Special Conditions specified in the Maintenance Annex Guidance and accept that failure to comply could result in EASA certificate action against this repair station.

7. Signature of the Accountable Manager _____

Place _____

Date _____

Note 1-The form must be signed by the Accountable Manager on each application.

Note 2-The address to which the application form must be sent is the responsible FAA Flight Standards Office (FSO) located in the United States that normally deals with the organization's 14 CFR part 145 repair station approval.

Note 3-For technical questions regarding the approval please e-mail foreign145@easa.europa.eu

Note 4-For queries on Fees & Charges please e-mail query.feesandcharges@easa.europa.eu

Note 5-For queries on technical details for payment please e-mail finance.helpdesk@easa.europa.eu

Guidance for the completion of Form 16, applicable to applicant and FAA.

The paragraph numbers relate directly to the Form 16 paragraph numbers.

1 Self-explanatory paragraph, the name and number of the repair station should be entered, this includes any doing business as names.

2 Self-explanatory paragraph, the address of the repair station should be entered, this should be the same as the address as shown on the FAA Certificate 8000-4.

3 Where the facility has a mailing address, i.e., office facilities at a different location where mail should be sent, then this address should be entered here. This should also be reflected in the FAA OpSpecs.

4 Self-explanatory paragraph, the telephone and fax number plus the e-mail address of the focal point of the organization for the EASA approval, i.e., the Quality Manager.

5 The boxes should be marked to indicate the purpose of the application, i.e., if the company has changed names and the renewal is being carried out at the same time then the boxes b. and c. should be marked.

NOTE: If there is a change of the organization, do not wait until the renewal is due before applying for an amendment. This is particularly important if the address has changed.

5a) Self-explanatory paragraph. Please give a brief summary of the organization with details as indicated on the form.

5b) Please enter the EASA Part-145 reference number.

NOTE: Do not leave blank.

5c) Where item 5 is indicated as an amendment, please include the reasons supporting the change.

NOTE: Changes to the supplement should normally be processed through your FAA ASI and do not require a Form 16. This also applies to the change of the Accountable Manager and related supplement statement. However, changes affecting the EASA certificate and related supplement changes require a Form 16 application.

6 Please indicate the name and position of the Accountable Manager in block capitals.

7 The Accountable Manager should sign the form every time an application is made.

8 Forward the completed Form 16 to your responsible FAA FSO only.

NOTE: The Form 16 shall not be sent to EASA at this stage. It will be sent by the FAA as part of the completed package at the end of the certification process to EASA.

NOTE: The validity date of your approval is detailed on the EASA certificate for U.S. approval holders. EASA also publishes details of all approvals on the web listing available at the following address. This includes a list of valid, invalid, and suspended approvals: http://www.easa.europa.eu/easa-and-you/aircraft-products/continuing-airworthiness-organisations/foreign-part-145-organisations-in-us

Appendix 3
EASA Form 9 FAA Recommendation

EASA Form 9 – FAA Recommendation

Repair Station Details (leave EASA number blank in case of initial approval)			
EASA Approval Number		**FAA Certificate Number**	
Name			
Address			
Telephone		**Fax**	

PART 1: CHECK THE BOX YES (X) IF COMPLIANCE IS SHOWN OR PUT A NUMBER IN THE BOX AND MAKE A COMMENT IN PART 3 OF EASA FORM 9 OR CHECK THE BOX N/A (X) IF NOT APPLICABLE TO THE REPAIR STATION.

This Form 9 is for:	Initial Certification	Renewal	Amendment	Other
	☐	☐	☐	☐

NOTE: For initial certification, complete Form 9 for the main facility, and for each additional fixed location, and line station under this approval. For renewal and amendment, complete only one Form 9 that includes line items 1 and 2 below.

FAA Oversight Audit		
1.	If this report is also covering line stations, attach D107 and EASA supplement list.	
2.	If the report is for one or more additional facility location, please insert address(es):	address(es)
3.	Dates of SP DCT of EASA Special Conditions carried out within this renewal period:	
	1st year: dd/mm/yyyy	**2nd Year:** dd/mm/yyyy

NOTE: For initial certification, it is only required to list the initial audit date

4.	Have all additional facilities and line stations been audited as part of the annual EASA surveillance cycle?	N/A ☐ Yes ☐ No ☐
5.	Evidence of need shown and found satisfactory?	Yes ☐ No ☐

PART 2:		
1.	a. Does the EASA supplement completely address the required information contained in the current Maintenance Annex Guidance (MAG)?	Yes ☐ No ☐
	b. Is the EASA Supplement customized to accurately reflect company procedures?	Yes ☐ No ☐
2.	Is the EASA Supplement signed and dated by the current Accountable Manager that obligates the maintenance organization to comply with the supplement and has the current revision to the supplement been accepted by the FAA?	Yes ☐ No ☐
3.	Is the copy of the EASA Supplement being used by the repair station at the same revision level as the one on file with the FAA?	Yes ☐ No ☐
4.	Is the repair station operating in compliance with the requirements of the EASA Supplement?	Yes ☐ No ☐
5.	**Quality Assurance System** (QAS)	
	a. Does the Supplement contain the detailed procedures the Repair Station will use for the operation of an independent QAS which meet the requirements of the MAG Section B, Appendix 1?	Yes ☐ No ☐
	b. Have the planned process and product audits been performed and documented?	Yes ☐ No ☐

PART 3:			
Audit Finding(s)	**Corrective Action**		
(Findings related to EASA Special Conditions insert here or attach a copy of the DCT or Action Item Tracking Tool Record))	Date Due	Date Closed	Reference

PART 4: FORM 9 RECOMMENDATION STATEMENT BY FAA			
Note: The FAA ASI must forward the correspondence related to the findings above, i.e. finding notification and response of the approval holder that contains the corrective action plan, to EASA. A recommendation for renewal can be made only when the corrective action plan is acceptable to the ASI. For initial approval, all findings must be closed.			
FAA ASI Name			
E-Mail			
Telephone		**Fax**	
FSO			
☐ **RECOMMENDATION:** This Repair Station is considered to be in compliance with 14 CFR parts 43 and 145 and the EASA Special Conditions with no significant findings/discrepancies outstanding at this time. It is therefore recommended that EASA approve the Repair Station/Renews this Repair Station approval.			
☐ **NON-RECOMMENDATION:** This Repair Station has one or more significant findings/discrepancies outstanding as detailed in Part 3 and corrective action has not been taken or the FAA has not accepted a plan for corrective action. EASA may therefore wish to review the current EASA approval of the Repair Station. The non-recommendation package should contain the Letter of Investigation (LOI) sent by the FAA as well as the applicant's response to the LOI, if any. The non-recommendation does not necessarily lead to certificate action by EASA.			
FAA ASI Signature		Date	

Attachments: The completed package must be forwarded to EASA at: foreign145@easa.europa.eu		
1.	Copy of FAA Form 8000-4	☐
2.	A copy of the repair station profile that lists the ratings, personnel, FAA information and any outstanding investigation	☐
3.	Copy of FAA Operations Specifications	☐
4.	Copy of EASA Form 9 for each location (initial certification only)	☐
5.	Copy of EASA Form 9 for each line station covered under the certificate (initial certification only)	☐
6.	Copy of the signed and completed EASA Form 16 for the Repair Station	☐

MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN UNION AVIATION SAFETY AGENCY

for the EUROPEAN UNION

Section C - Certification Process for EU-based Approved Maintenance Organizations

I Initial Certification Process

1. Applicant Responsibility. To apply for a 14 CFR part 145 repair station certificate under the provisions of the Bilateral Agreement (BA) Maintenance Annex, an applicant AMO must:

1.1 Be located in the one of the EU Member States listed in the Agreement, Annex 2, Appendix 2.

1.2 Have an EASA Part-145 approval.

1.3 The application for both initial and renewal of the FAA approval shall include a statement demonstrating that the FAA certificate and/or rating is necessary for maintaining or altering U.S. aircraft and/or aeronautical products being installed on U.S.-registered aircraft.

1.4 Contact the AA of the Member State in which the organization's principal place of business is located.

1.5 The method for determining fees for certification services and approvals are in accordance with 14 CFR part 187 and the terms of the Agreement.

2. AA Guidance for Initial Certification.

2.1 Upon receipt of the preliminary inquiry of the AMO, the AA should provide the following to the applicant:

2.1.1 A copy of the MAG, Section C, as revised (hard copy or digital format).

2.1.2 FAA Form 8400-6 (pre-application statement of intent. See Appendix 2).

2.1.3 FAA Form 8310-3. (Application for Repair Station Certificate and/or Rating. See Appendix 3.)

2.2 The AA should also advise the applicant that the applicant must:

2.2.1 Submit an FAA Supplement to the EASA Part-145 MOE.

2.2.2 Provide all documentation submitted to the AA, and required to be forwarded to the FAA, in the English language.

2.3 Statement of Need. In order for an AMO located in an EU Member State to qualify for an FAA 14 CFR part 145 repair station certificate, an AMO must have previously obtained an EASA Part-145 approval. The AMO must submit evidence of a need (perceived or continuing) to maintain or alter U.S.-registered aircraft and/or parts. This evidence may be in the form of a Letter of Intent (LOI), work order, or contract with details of the relevant customer. A relevant customer may be a U.S.-based repair station; or a U.S. operator, distributor, or lessor.

3. Applicant Responsibility. The AMO should review the guidance and submit the completed pre-application Statement of Intent and the additional information detailed in Appendix 4 to the AA in the English language.

4. AA Guidance. Upon receipt of the Pre-application Statement of Intent (FAA Form 8400-6) and the SAS Vitals Information addressed in Appendix 4 of this section, the AA will review the package. Once the package is complete, the AA should forward a copy to the responsible FAA office.

5. FAA Action. Upon receipt of the information, the FAA will obtain from Flight Standards Service, Regulatory Support Division (AFS-620) the pre-certification and final certification numbers to be forwarded to the AA for distribution. The pre-certification number shall be used for all correspondence regarding the application for tracking purposes. The information contained in the Appendix 4 data must be entered into the SAS.

> **NOTE: At this time the FAA ASI shall verify if there are any special authorizations and limitations (such as electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.**

6. AA Guidance.

6.1 The AA should notify the applicant of the pre-certification number for inclusion on future correspondence.

6.2 The AA may also give the AMO the final certification designator number and advise the AMO that it must be used only for the creation of forms and the supplement to support the final certification.

6.3 In cases where additional fixed locations are located in another EU Member State that is subject to the terms of this Agreement, the AA responsible for the organization where the principal place of business is located is responsible for the oversight. Line stations must be under the oversight of an AA that is part of the Agreement.

6.4 EASA uses the term line stations; the FAA uses the term Line Maintenance Authorization in regard to 14 CFR part 145. These terms are synonymous when applied under the terms of the Agreement.

7. Applicant Responsibility. At least 60 days prior to the date initial approval is required, the applicant must submit to the AA the formal application package, which contains the following.

7.1 FAA Form 8310-3, Application for Repair Station Certificate and/or Rating containing the list of maintenance functions (See section C, Appendix 3).

7.2 A statement of need (defined in Section A, Part V, paragraph 2.1.1(a)(i) and Section C, Part I, paragraph 1.1.3). The applicant should be advised that the FAA requires an updated document showing the applicant's continuing need at each renewal.

7.3 FAA Supplement to the MOE (see Appendix 1).

7.4 A letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.

7.5 The addresses of all additional fixed locations located within an EU Member State subject to the Agreement. (A repair station may have additional fixed locations (facilities) without certificating each facility as a stand-alone or satellite repair station.)

7.6 The addresses of each line station authorized, if any, and the name of the air carrier or operator of the U.S.-registered aircraft.

> **NOTE: The FAA will recognize only line stations that are under the direct surveillance of an AA listed in Annex 2, Appendix 2, of the Agreement and holding an EASA line station approval, except those located in the United States.**

7.7 Copy of EASA Form 3 approval certificate, including the scope of approval.

8. AA Guidance.

8.1 Review the application package as defined in Section C, Part I, paragraph 7, and the associated appendices for completeness. If the package is complete, the AA should review the contents for correctness. This should include a review of the proposed FAA Supplement in comparison with the sample FAA Supplement in Appendix 1.

8.2 The supplement must be customized to reflect the AMO's operations and procedures but still must contain the same information as the example supplement paragraphs. If the information that the AMO submits is acceptable, the AA should conduct an oversight audit for compliance with EASA requirements and FAA Special Conditions, using Audit Report 2 (see Section A, Appendix 6).

8.3 If the AMO has successfully completed an AA oversight audit within the preceding 180 days/6 month period of the AA's recommendation to the FAA for certification, the AA should not have to conduct a review for compliance with EASA requirements. The AA is to conduct an oversight audit for compliance with FAA Special Conditions and the FAA supplement regardless of whether an audit for compliance with EASA requirements has been successfully completed within 180 days/6 month period. Where applicable, the AA should notify the AMO of the required fee for the performance of this audit. The AMO should direct all questions regarding these fees to the AA.

8.4 If the AA discovers deficiencies in an AMO's application package or after conducting an oversight audit, the AA may process the findings in accordance with EASA Part-145, Section B, requirements, but the period for corrective action shall not exceed 6 months. If the applicant fails to correct the deficiencies within the timeframe the AA allowed, the AA should terminate the application process and notify the FAA.

8.5 In the event of unusual circumstances, the AA should notify the FAA, and the FAA may agree to extend the period upon mutual agreement for a reasonable period of time, if the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the AA in writing when all deficiencies have been corrected.

8.6 The AA must retain a copy of the initial certification package, which must be available to the FAA on request.

8.7 The AA will send the following completed documents to the FAA:

> **NOTE: "Use of the National Language in Audit Report 2." Audit Report 2 may be in the national language provided the manager of the AA's surveillance department provides the FAA with a written statement. This statement will certify that the translations of Audit Report 2 to the national language is accurate and contains the information of the Audit Report 2 of the MAG, Section A, Appendix 6. Each time Audit Report 2 is revised, the manager of the AA surveillance department will issue a new certifying statement to the FAA. The FAA Coordinator (IFO) must keep a current copy of this letter in the AA file.**

8.7.1 The appropriate recommending inspector/surveyor official will complete blocks 6, 7, 8, and 9 of FAA Form 8310-3.

8.7.2 A copy of the completed Audit Report 2 (Section A, Appendix 6) for the applicant AMO. Also include a separate Audit Report 2 and a signed recommendation for each additional fixed location and line station that will utilize the 14 CFR part 145 privileges.

8.7.3 If applicable, a list of the additional fixed locations that will use the AMO's FAA certificate privileges. The list must include the address of each location, the FAA liaison telephone number and e-mail address, if available, and identify the AA office with oversight responsibility.

8.7.4 The addresses of each line station authorized, if any, and the name of the air carrier or operator of the U.S.-registered aircraft.

NOTE: The FAA will recognize only line stations that are under the direct surveillance of an AA listed in Annex 2, Appendix 2, of the Agreement and holding an EASA line station approval, except those located in the United States.

8.7.5 The applicant's letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving. An updated certifying letter must accompany the application on each renewal or amended certificate.)

NOTE: If there are no changes to the letter content, then update the date of the letter. If there *are* changes, update both the text and the date.

8.7.6 A copy of the AMO's AA Certificate and scope of approval, EASA Form 3.

8.8 The AA is required to retain one current copy of the FAA Supplement to the MOE in the English Language and make that supplement available to the FAA on request.

9. FAA Action.

9.1 The FAA will review the documents to ensure the package is complete.

9.2 During initial certification, there should be no open findings on Audit Report 2 (Section A, Appendix 6) or on any of the documents submitted to the FAA. However, the FAA recognizes that several languages are involved in the process. Minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. These minor discrepancies must be discussed with the AA, but should not delay the issuance of the FAA certificate.

> **NOTE: When the applicant's FAA Supplement to the MOE is included as a supplement chapter to the MOE (Part 7), and the MOE has been approved by the AA, the FAA considers the manual acceptable in accordance with 14 CFR part 145.**
>
> **NOTE: The AA is not required to provide to the FAA the MOE or FAA Supplement as a part of a certification package.**

9.3 The FAA ASI must update the information contained in the SAS Vitals Information.

9.4 At this time the FAA ASI shall verify if there are any special authorizations and limitations (such as electronic record keeping system) that will need to be entered in paragraph A004 of the OpSpecs.

9.5 When all of the application documentation is reviewed and found to meet the requirements of the Maintenance Agreement, the FAA will invoice the AMO in accordance with the current edition of AC 187-1, Flight Standards Service Schedule of Charges Outside the United States. Once the AMO has paid the appropriate fee, the following will be accomplished:

9.5.1 The FAA ASI will complete block 10 of FAA Form 8310-3. (Once block 10 action block is checked approved, this action approves the maintenance functions listed in block 4, unless block 6 is notated by the inspector/surveyor that the maintenance functions requested are not approvable.)

9.5.2 The FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA Form 8000-4-1, Repair Station Operations Specifications, with all applicable limitations to the AMO via e-mail as a PDF attachment. The FAA will also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the Operations Specifications to the FAA and AA by e-mail as a PDF attachment. The Air Agency certificate will list the FAA rating or ratings. The FAA OpSpecs will list the EASA certificate number (Form 3) and the current revision and

date. (There is no need to list FAA ratings on the OpSpecs except in special circumstances discussed in Section A, Appendix 7.)

NOTE: To ensure prompt attention to certification and renewal correspondence, the AMO (in addition to copying the FAA) should use the following organizational e-mail address: 9-AVS-NYC-IFO@faa.gov.

NOTE: The FAA ASI must ensure that the ratings of the EASA Part-145 certificate are consistent with the 14 CFR part 145 certificate ratings.

9.6 The FAA will notify the TSA when a 14 CFR part 145 certification has concluded and an Air Agency Certificate is issued.

10. Applicant Action. The AMO will sign and date the OpSpecs and return a signed copy (per paragraph 9.5.2) to the FAA and AA.

II Renewal Process

1. Applicant Actions. The applicant is required to apply for renewal of its repair station certificate 12 months after the initial certification and every 24 months thereafter.

1.1 The renewal package should be submitted to the AA 90 days before the AMO's current certificate expires but in any case not less than 60 days prior to renewal.

The renewal package must contain the following:

1.1.1 Form 8310-3, Application for Repair Station Certificate and/or Rating (see Appendix 3).

1.1.2 Statement/Document of perceived or continued need.

1.1.3 FAA Supplement to the MOE if changed since the last certification. The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO shall ensure that its FAA Supplement to the MOE reflects current procedures and activities. All changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE, which the AMO must submit to the AA for approval.

1.2 If not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. This is applicable if the AMO is involved with the transport of dangerous goods, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.

1.3 The AMO shall provide any changes made that affect the SAS Vitals Information elements described in Appendix 4.

1.4 Statement of Continued Need. The applicant should demonstrate continued need by submitting evidence of the requirements outlined in the MAG, Section A, part II, paragraph 2.1.1(a)(i) and Section C, part I, paragraph 2.3. This may include evidence of having carried out maintenance for a relevant customer in the form of a copy of an EASA Form 1 with a dual release.

2. AA Guidance.

2.1 The AA should review the renewal package and FAA Form 8310-3 specifically for a revision to Block 4 regarding functions contracted to a maintenance provider.

2.2 The AA should review the statement of continued need as part of its recommendation to the FAA. If the AMO is unable to establish the continuing need, the AA will advise the AMO that the FAA will renew the AMO's certificate based on its previous statement of continued need. The AA will also advise the AMO that if at the time of its next renewal the AMO is still unable to show continued need, the FAA may not renew the certificate.

2.3 During the AA normal surveillance schedule, the AA shall include the FAA Special Conditions and verify the AMO's compliance with the FAA Supplement to the MOE. The purpose of the Agreement is to make every effort to utilize the AA surveillance time efficiently, thereby reducing redundant inspections/surveillance unless necessary. The AA will complete Audit Report 2. A series of partial audits may collectively fulfil the requirement to perform a complete facility audit. The audit must indicate whether the AMO complies with AA requirements and the FAA Special Conditions.

2.4 Additional fixed locations and line stations under one certificate are covered by the completion of Audit Report 2 for that AMO. The AA oversight for a fixed location must follow provisions of EASA-Part 145, Section B. The AA can adopt a sampling surveillance program for the line stations based upon their number and complexity.

NOTE: The AA should review and comply with the note in Section C, Part I, paragraph 6.4 (initial certification section).

2.5 The AMO does not need to submit a new FAA Supplement to the MOE if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO shall ensure that its FAA Supplement to the MOE reflects current procedures and activities. Changes to procedures and activities described in the supplement will require a revision of the FAA Supplement to the MOE, in accordance with Parts III and IV. The AA shall retain an English language copy of the FAA supplement and make that copy available to the FAA on request. (See initial certification Section C, Part I, paragraph 7, for approval details.)

2.6 If the AA discovers deficiencies in an AMO's application for renewal or after conducting an oversight audit, the AA will follow the corrective action requirements of EASA Part-145, Section B. If the AA finds the written plan for corrective action is acceptable, the AA will attach the plan to Audit Report 2. Once the AA has found the renewal to be acceptable, the appropriate recommending inspector/surveyor will complete blocks 7, 8, and 9 of FAA Form 8310-3.

NOTE: The inspector/surveyor should complete the finding section of Audit Report 2 for level 1 (all) and level 2 findings (only those that are related to the FAA approval). The AA should place special emphasis on ensuring the finding and/or

corrective action plan is included in the surveillance form. Findings and the corrective action plan must be forwarded to the FAA in the English language.

2.7 The AA will then make a recommendation (Part 3 of Audit Report 2) for or against certificate renewal, based on a complete AA surveillance/audit of the AMO conducted within the renewal time frame of every 24 months.

2.8 The AA shall submit the following documents to the FAA Coordinator (IFO) at least 30 days before the expiration date:

2.8.1 A completed FAA Form 8310-3.

2.8.2 A copy of the AMO's EASA Form 3 and approval schedule, as revised.

2.8.3 A completed copy of Audit Report 2.

NOTE: For renewal, only one Audit Report 2 is required to cover all facilities under one approval certificate.

2.8.4 If applicable, and only if it was not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transport of dangerous goods including shipping and receiving.)

2.9 The AA should forward the applicant's information regarding any changes made that affect the SAS Vitals Information elements described in Appendix 4.

3. FAA Action.

3.1 The FAA will review the documentation submitted by the AA to determine whether the appropriate information has been entered and is acceptable. The AMO must not have any outstanding issues involving corrective action unless the AA has approved a corrective action plan.

3.2 An essential step in the renewal process is the FAA's use of the available risk management tools. The SAS is the oversight tool used by the FAA to identify and mitigate risk. A risk management system is essential in identifying and controlling hazards, and managing risk. Information received from the AA on Audit Report 2 requires input into the SAS. This will assist the ASI to identify an elevated risk. The SRDT is one of the tools to address any hazard that the FAA ASI identifies that is significant enough to justify intensive analysis and tracking, but there are other tools to mitigate the identified risk.

3.3 If the FAA finds that the documentation supporting an AMO's application for renewal is incomplete or contains minor deficiencies (e.g., typographical or grammatical errors or lack of clarity), the FAA ASI will contact the AA for resolution. If the documentation contains major deficiencies (e.g., incomplete application, incorrect information, etc.), the FAA will notify the AA in writing indicating the deficiencies.

NOTE: Major deficiencies in the renewal application package should be discussed with the AA as soon as possible to resolve them before the certificate expiration date.

3.4 When all of the application documentation is reviewed and found to meet the requirements of Annex 2 of the Agreement, and the AMO has paid the appropriate fee in accordance with 14 CFR part 187, the following will be accomplished:

3.4.1 The FAA ASI will complete block 10 of FAA Form 8310-3.

3.4.2 The FAA will forward FAA Form 8000-4, Air Agency Certificate, and Repair Station Operations Specifications, with all applicable limitations to the AMO and the AA via e-mail as a PDF attachment. The FAA will also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the Operations Specifications to the FAA and AA by e-mail as a PDF attachment. The Air Agency Certificate will list the FAA rating and the FAA OpSpecs will list the EASA certificate number and the current date, which are on EASA Form 3. (There is no need to list FAA ratings on the OpSpecs except for specialized services.)

NOTE: To ensure prompt attention to certification and renewal correspondence, the AMO (in addition to a copying the FAA) should use the following organizational e-mail address: 9-AVS-NYC-IFO@faa.gov.

NOTE: The provisions of the paragraph above related to the inclusion of specialized services of the FAA OpSpecs apply only to existing FAA approvals prior to the entry of force of the Agreement.

NOTE: The FAA ASI should verify if there are any special authorizations and limitations (such as electronic recordkeeping system) that will need to be entered in paragraph A004 of the OpSpecs.

3.4.3 If, however, the AMO cannot demonstrate a need, the AMO and the AA will be advised in writing by the FAA that, if at the time of its next renewal the AMO is still unable to show continued need, the FAA may not renew the certificate.

4. Applicant Responsibility. The AMO will sign and date the operation specifications and return a signed copy (per paragraph 3.4.2) to the FAA and AA.

5. Significant Findings Noted Between Certificate Renewals.

5.1 AA Action. When the AA has reason to raise significant findings (Level 1) against an FAA-approved AMO including any additional fixed location or line station which may result in revocation, limitation, or suspension, in whole or in part, of the EASA Approval, the AA shall complete Audit Report 2 with a non-recommendation and immediately forward the form to the FAA Coordinator (IFO).

5.2 FAA Action.

5.2.1 The FAA will, on notification that a certificate has been revoked or suspended, take action in accordance with Section C, Part V.

5.2.2 The FAA will, on notification of a limitation imposed on an EASA Form 3, scope of approval, take the appropriate action with regard to amending the AMO's FAA Operations Specifications.

5.2.3 Where this action is made against an additional fixed location or line station authorization, then the FAA shall ensure the new Operations Specifications are modified to show these changes.

5.2.4 The FAA will notify the AA of the action taken by sending a copy of the revised Operations Specifications via e-mail.

III Change/Amendment to the Approval

1. Each of the following situations requires the AMO to apply for a change in a repair station certificate using FAA Form 8310-3:

a) A change in the housing and facilities that would affect the certificate and/or Operations Specifications, e.g., change in address (this is not required for internal movement of departments, machinery etc.),

b) A request to add or remove a rating, or

c) A change in ownership or name change (including d/b/a). If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for a new or an amended certificate. Name changes also require an application and certificate change.

NOTE: Changes or amendments to the FAA approval shall be submitted to the FAA (e-mail to: 9-AVS-NYC-IFO@faa.gov) using the SAS Vitals information sheet in Section C, Appendix 4.

2. Procedures for Changes Under Paragraph 1 Above.

2.1 AMO Responsibility.

a) The AMO requesting a change will forward the required documentation, indicating the change, to the AA including any supporting documentation required by the change. The AMO documentation submitted shall be available in the English language. The AA may require the AMO to submit a duplicate document in the national language. If the request requires a change to the AMO's FAA Supplement to the MOE, these documents will also be submitted to the AA.

b) Provide updated SAS Vitals Information (Section C, Appendix 4.)

2.2 AA Guidance.

2.2.1 For any proposed changes to the current certificate, the AA will immediately inform the FAA within 3 business days of the proposed change. After discussions with the FAA, the AA may recommend that the AMO be permitted to continue operating as a 14 CFR part 145 repair station while the proposed changes are being implemented.

NOTE: During the process of name change to an AMO, the AMO may continue issuing EASA Form 1 dual release, provided the AMO completes the release with the "NEW" name in block 4 and the "OLD" name stated in block 12.

2.2.2 The AA will conduct an on-site review of the AMO for requests involving a change in rating or facilities. The AA will review the documentation submitted by the AMO and, if satisfactory, will forward the following documents to the FAA (with the applicable documents in the English language) within 10 business days after the issuance of the EASA certificate and related scope of approval via e-mail as a PDF attachment.

a) A copy of FAA Form 8310-3 (see initial certification).

b) Copies of the AMO's amended AA certificate and limitation document/Approval Schedule.

c) Audit Report 2, including Part 3, signed recommendation.

d) A list of line station locations and/or additional fixed locations as applicable (see renewal requirements).

e) If applicable, and only if it was not previously submitted, a letter certifying that its employees, contractors, and subcontractors have been trained in the transportation of dangerous goods in accordance with ICAO standards. (Only applicable if the AMO is involved with the transportation of dangerous goods, including shipping and receiving.) If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.

3. AA Guidance.

3.1 The FAA will review the documentation to ensure that it is complete.

3.2 After review, the FAA will forward FAA Form 8000-4, Air Agency Certificate, and Repair Station Operations Specifications, with all applicable limitations to the AMO and AA within 5 business days via e-mail as a PDF attachment. The FAA will also include a cover letter with instructions for an appropriate official at the AMO to sign and return a copy of the Operations Specifications to the FAA and AA by e-mail as a PDF attachment.

NOTE: To ensure prompt attention to certification, renewal, and amendments/changes correspondence, the AMO (in addition to copying the FAA) should use the following organizational e-mail: 9-AVS-NYC-IFO@faa.gov.

4. **AMO Responsibility.** The AMO will sign and date the operation specifications and return a signed copy per paragraph 4.2 to the FAA and AA.

5. **FAA Action.** The FAA's office file shall contain all the appropriate information relating to the change, as applicable.

6. **AA Guidance.** The AA will retain a copy of all the documents supporting the change in the AA's office file for a minimum period of 3 years and provide copies to the FAA on request.

IV Revisions to the FAA Supplement to the MOE

1. **AMO Responsibility.** Revisions to an AMO's FAA Supplement that do not require submission of an 8310-3, as identified in Part III, do not need to be submitted to the AA before implementation. However, the revised copy of the FAA Supplement shall be sent to the AA.

2. **AA Guidance.** If the AA finds the nature of the changes do not meet the FAA Special Conditions, the AA will reject the revision and advise the repair station as soon as possible in writing.

V Revocation, Suspension and Surrender

1. The FAA may revoke or suspend a 14 CFR part 145 certificate if the certificate becomes invalid under the conditions specified in the Agreement, Annex 2 of the Agreement, or applicable FAA regulations.

2. In the event of a revocation or suspension of an approval for an Approved Maintenance Organization pursuant to Commission Regulation (EU) No 1321/2014 Annex II, the FAA shall investigate the effect of the revocation or suspension on the FAA certificate and take appropriate action.

> **NOTE: The FAA may suspend the certificate in the event of non-payment of FAA required fees until such time the fees are paid.**

3. Any FAA certificate action involving suspension or revocation will be carried out by the FAA Coordinator (IFO) with certificate oversight responsibility in accordance with FAA regulations and procedures (i.e., the current editions of FAA Order 8900.1 and FAA Order 2150.3, FAA Compliance and Enforcement Program).

4. The FAA will notify the 14 CFR part 145 certificate holder in writing about any suspension or revocation. The FAA will also notify the appropriate AA of the action.

5. When a repair station surrenders its 14 CFR part 145 certificate to the AA, the AA must inform the FAA by e-mail to: 9-AVS-NYC-IFO@faa.gov and archive the FAA certificate. The EASA FS1 shall notify the FAA Coordinator (IFO) of the surrender.

VI Appeal and Conflict Resolution.

1. The 14 CFR part 145 certificate holder may appeal the suspension or revocation of its 14 CFR part 145 Certificate in accordance with 14 CFR part 13.

> **NOTE: There is no right of appeal to the FAA when the AA revokes, limits, or suspends any EASA Part-145 maintenance organization approval.**

APPENDICES

Appendix 1 Sample FAA Supplement

SAMPLE FEDERAL AVIATION ADMINISTRATION (FAA) SUPPLEMENT TO AMO MAINTENANCE ORGANIZATION EXPOSITION (MOE)

The cover page of the FAA Supplement to the MOE should include the information contained in the following statement. The National Aviation Authority (AA) may require the FAA supplement to be submitted in duplicate: one in English for FAA sampling, the second in the national language for AA review. In either case, the Approved Maintenance Organization (AMO) must always retain at its principal place of business a current copy of this FAA Supplement in English and provide it to the FAA upon request.

FAA SUPPLEMENT REFERENCE NO._

TO AMO MANUAL

Company Name and Facility Address

_____

_____

_____

_____

EASA approval reference No.____

14 CFR part 145 Certificate No.__

This FAA Supplement, together with this organization's AA-approved maintenance organization exposition, forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this organization on aircraft and/or aircraft components under the regulatory control of the FAA.

Maintenance, alterations, or modifications performed in accordance with the Maintenance Organization Exposition (MOE),(hereinafter referred to as the manual) including this Supplement, are considered to be in compliance with Title 14 of the Code of Federal Regulations (14 CFR) parts 43 and 145.

Revision No. contents of the FAA Supplement to the manual (MOE) should include at least the following sections as applicable.

> **NOTE: If any or all items identified below are already contained in English in the MOE, then all that is needed is to reference the appropriate MOE manual, section, and pages to meet the supplement requirements.**

CONTENTS

The contents of each section of an FAA Supplement to the manual are explained in further detail below.

1. **LIST OF EFFECTIVE PAGES (LEP).** The FAA Supplement to the manual will begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO's manual if it contains the page number and current revision date of the sections required by the supplement.

2. **REVISION PROCEDURES.** The revision procedures section should describe the procedures the organization will use to ensure that the FAA Supplement remains current. It should identify, by title, the person responsible for revising the FAA Supplement. It also should describe the procedures the organization will use to ensure that copies of any revision to the supplement are provided to-[name of AA] before implementation. The FAA requires that at least one copy of the supplement be retained by the AA, however the AA may require a second copy in the national language. The procedures to ensure currency should be a part of the organization's management system. All revisions must be incorporated into the internal quality audit system or quality assurance system (QAS). Changes to the MAG shall be implemented, as applicable, within 90 days after the effective date of the change.

3. **INTRODUCTION.** The introduction section will do the following:

   a) This section should indicate that the FAA Supplement, in conjunction with other chapters of the approved AA manual of exposition (MOE), defines the organization and procedures upon which compliance with applicable regulations are based.

   b) State that the Maintenance Annex permits the organization to obtain certification and renewal as a foreign repair station under 14 CFR part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the AA.

   c) An EASA Part-145 AMO can be approved as a 14 CFR part 145 repair station when the AMO complies with EASA Part-145 in conjunction with the FAA special conditions as detailed in these procedures.

   d) State that the FAA Supplement describes the methods and procedures the organization will use to ensure compliance with the FAA Special Conditions. These conditions are specified in the Maintenance Annex.

4. ACCOUNTABLE MANAGER'S STATEMENT.

a) Accountable manager means the person designated by the certificated repair station who is responsible for and has the authority over all repair station operations that are conducted under 14 CFR part 145, including ensuring that repair station personnel follow the regulations and serving as the primary contact with the FAA.

b) The accountable manager (as listed in 14 CFR part 145, § 145.151) is the individual responsible for the organization's compliance with 14 CFR parts 43 and 145. Such compliance is demonstrated by adhering to EASA regulations, requirements, and associated material, and the FAA Special Conditions in the Maintenance Annex. This section must contain the signed statement by the accountable manager.

(1) This statement agrees that the organization will comply with the Special Conditions specified in the FAA Supplement while operating under its FAA repair station certificate issued under the procedures specified in the Maintenance Annex. The accountable manager's statement is in lieu of the letter of compliance.

(2) The accountable manager's statement should contain the following or equivalent language: (Compare this with previous EASA statement) (Not relevant, EASA rule requires an executive officer to be the accountable manager, CFR do not).

> "I understand that this organization, [name of company], when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Annex agreed to by the FAA and the European Community and AA regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the Maintenance Annex and described in this organization's FAA Supplement to its Manual.
>
> "As the person with overall control of [name of company], I have reviewed the EASA regulations and requirements and the FAA Special Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43, 145, and other applicable regulations. I understand that failure to comply with the requirements of the FAA Special Conditions may result in the amendment, suspension, or revocations of the FAA certification, or in other certificate or enforcement action by the AA or FAA. I also understand that loss of EASA approval will require FAA enforcement action that may result in the suspension or revocation of the organization's 14 CFR part 145 repair station certificate.

"This organization will provide AA and FAA personnel with access to our facilities to assess compliance with AA requirements and FAA Special Conditions or to investigate specific problems.

"I understand that this organization may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action.

"I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to this Supplement to [*name of AA*] for acceptance before implementing any such revisions."

c) The statement must be signed and dated by the accountable manager.

d) Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date a new accountable manager's statement. The organization will forward a copy of the newly-signed statement to the AA.

5. EXTENT OF APPROVAL. The extent of approval section will do the following:

a) State that the extent of FAA approval will not exceed the ratings and scope of work permitted under EASA and AA regulations and requirements. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's 14 CFR part 145 repair station certificate and OpSpecs.

NOTE: There are some occasions when the EASA rating may exceed the FAA rating; in these cases the FAA will add an additional limited rating to cover the extent of the EASA rating. Example: an EASA A1 airframe rating also allows some limited power plant maintenance. The FAA will issue a limited power plant rating along with the Airframe rating in order to allow the AMO the same privileges as the EASA rating. The AMO will verify that the FAA rating issued covers the appropriate functions covered under the EASA rating.

b) FAA issuance of a specialized services rating requires FAA-approved data that is not part of a manufacture's maintenance manual or instruction for continued airworthiness (ICA). The FAA will identify the specific data on operations specifications thereby authorizing the repair station to perform the specialized service. In this section the organization will describe (as applicable and only if the AMO requires a specialized service rating):

(1) The procedures it will use to ensure all work performed under the provisions of specialized services rating is done in accordance with FAA-approved data.

(2) The procedures the organization will use to ensure that only FAA-approved processes are used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft.

c) Capabilities List (CL). The manual's CL will contain all the elements described in this section:

(1) Introduction: A CL refers to a document that identifies by make, model, or other nomenclature designated by the article's manufacturer on which the AMO is authorized to perform maintenance. The CL is located in the AMO's manual or as a referenced stand-alone document, although in some cases it may be referred to by other names. Under the provisions of a Bilateral Agreement (BA)/Maintenance Agreement (MA), the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the AA approval limitations or approval schedule. (There may be cases where the ratings may need to be adjusted. See Section A, Appendix 7 "Ratings Comparison" for details.)

(2) Using a CL is an effective way of identifying all articles for which an AMO has an established repair capability. Once the component or subassembly is identified on the CL, there is no need to list the individual parts contained in it.

i) The AMO must describe how it will ensure that it has the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL.

ii) The AMO must acknowledge the CL is an extension of the AMO's FAA OpSpecs.

iii) Use of a CL depends on the AMO establishing procedures for conducting initial and recurrent self-evaluation audits of its facility and capabilities.

iv) The CL must be included as part of the AMO's QAS, which is approved as part of the MOE by the AMO's AA.

NOTE: After the AA has approved the AMO's internal evaluation program and procedures or self-evaluation auditing program (QAS), the AMO can use these procedures for revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the QAS approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or AA. Procedures must include a notification of the change to the AA. This approval will remain in effect unless the FAA notifies

otherwise. A Repair Station must obtain approval to add an additional type of class of aircraft or powerplant to its OpSpecs.

6. **SUMMARY OF THE QUALITY SYSTEMS.** The management and quality systems section will include a version in English of the organization's management system and a summary of its quality system covering the main site and additional fixed locations, and FAA Line Maintenance authorizations. The summary will contain an overview of how the AMO will include FAA Special Conditions in its QAS.

NOTE: If the repair station has this section in its MOE and that section is available in English, this same process can be referenced in this section, provided the process is in English and can be made available to the FAA upon request.

7. **APPROVAL FOR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS.**

a) Approval for Return to Service of a U.S.-Registered Aircraft. This paragraph a), if applicable, must contain a procedure for the approvals for return to service of U.S.-registered aircraft, which includes the following elements:

(1) A description (or reference to the data acceptable to the Administrator) of the work performed;

(2) The date of completion of the work;

(3) The signature of the person authorized by the repair station to approve the aircraft for return to service;

(4) The FAA repair station certificate number;

(5) Additional requirements specified by the operator; and

(6) The recordkeeping requirements for major repairs and major alterations. Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.

b) For Articles. Describe acceptable release statements (example below) that meet the FAA Special Conditions and the use of EASA Form 1 with a dual release.

(1) State that the maintenance, alteration, and modification entries required by the Special Conditions (reference to approved/acceptable data) and the entries required by the operator's maintenance program will be in the English language.

(2) For an EASA Form 1 issued as a dual release, both Statements in block 14a indicating compliance with Commission Regulation (EU) No 1321/2014

Annex II, EASA Part-145 and “other regulation specified in block 12” are checked. The AMO should include the following or equivalent language in block 12:

Sample dual release statement:

“The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no. _____.”

[Include copies of any attachments.]

(3) The person approving the product for return to service shall sign block 14b of the form. This signature approves aircraft components for return to service with respect to the work performed. The form must contain a description of the work performed, which also includes the following:

i) Maintenance manual reference and revision status;

ii) The date of completion;

iii) The name/signature of the person approving the Article for return to service; and

iv) The FAA repair station certificate number.

(4) Other documents, such as work orders or shop travellers (e.g., FAA Form 337) may be used by the organization to comply with the operator’s requirements. If this is the case, these documents should be referenced specifically in block 12 and appropriately cross-referenced.

(5) Indicate that block 12 will reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the Special Conditions. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.

(6) Maintenance and alteration records required by the operating regulations of 14 CFR for operators of U.S.-registered aircraft must be provided to the operator in English if requested.

c) Acceptability of Components/Parts. Describe the procedures to ensure that new component/parts consumed during maintenance on U.S.-registered aircraft and/or aircraft components for the fitment onto U.S.-registered aircraft have acceptable authorized release documents.

(1) New Components

(a) New components/parts must be traceable to the Production Approval Holder (PAH) or Design Approval Holder (DAH) and be in a satisfactory condition for installation.

i) The new parts manufactured outside of the territories of the United States are subject to the provisions of a Bilateral Agreement with the United States addressing the performance of design, production approval, and airworthiness for the acceptance of that part.

ii) New parts must be in a satisfactory condition for installation.

iii) Airworthiness documentation required by the TIP is acceptable for new parts.

iv) Technical Standard Order (TSO) parts are acceptable on U.S.-registered aircraft with proper documentation.

v) New parts provided by a U.S. air carrier may have documentation in accordance with the U.S. air carrier's CAMP.

NOTE: Evidence of direct shipment authorizations extended to approved suppliers is required. If a replacement part is shipped under direct ship authorization, the Authorized Release Certificate must indicate that the Production Approval Holder (PAH) has authorized direct shipment. This indication may be a supplemental "remark" entry on the Authorized Release Certificate indicating the authorization to the supplier for direct shipment of replacement parts from the supplier's location.

NOTE: New parts that were received into inventory prior to October 1, 2016, must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through an approved design, the PAH, or supplier with direct ship authority. These parts in inventory, documented with the required information, will be grandfathered and remain suitable for installation into U.S. articles, provided the certification/release date of these parts is prior to October 1, 2016.

vi) For new components released by an EU-PAH, release must be on an EASA Form 1 as a new part.

vii) Parts fabricated by an appropriately rated, EASA-approved AMO, in accordance with EASA Part-145.A.42, are not subject to the foregoing provisions.

viii) Standard parts meeting the requirements of 14 CFR part 21, section 21.9(a)(3), (such as a nut or bolt, manufactured in compliance with a government or established industry specification) are not subject to the forgoing provisions, provided such parts are accompanied by a conformity statement and are in a satisfactory condition for installation.

ix) PMA parts may be accepted only as detailed in subparagraph 7(c)(1)(a)(i) above and in the Technical Implementation Procedures (TIP).

x) New components provided by a U.S. owner/operator (e.g., 14 CFR parts 91, 121, 125, 129, 135) shall have documentation acceptable under the FAA system (i.e., as listed in the current version of FAA AC 20-62).

(2) Used Components

(a) Used components/parts consumed in maintenance must be traceable to approved FAA-certificated persons authorized under 14 CFR part 43, section 43.7. The signature, certificate number, and type of certificate held by the person approving the work must be documented. The part must be in an airworthy condition and eligible for installation. An authorized release document, as provided below, may be acceptable to accompany the part.

i) FAA Form 8130-3 issued as a maintenance release that accompanies a part from a 14 CFR part 145 repair station.

ii) An EASA Form 1 issued as a dual maintenance release that accompanies a part from an EU-based 14 CFR part 145 AMO.

iii) Used components from an EASA-approved part 145 AMO not FAA-approved must not be used even if accompanied by an EASA Form 1.

iv) A 14 CFR part 43, section 43.9, maintenance record entry that accompanies a product or part from a person authorized under 14 CFR part 43, section 43.7.

v) Used components provided by a U.S. air carrier shall have documentation in accordance with the U.S. air carrier's CAMP.

vi) Acceptable components based on provisions of other Bilateral Agreements are not contained in this guidance. Please refer to the individual Agreements or FAA AC 20-62.

d) **Possible Cases.** The following table is a summary of possible scenarios for components released after maintenance.

<table>
<tr><td colspan="4">Privileges of the dual EASA- and FAA-certificated maintenance organization</td></tr>
<tr><td colspan="2">United States</td><td colspan="2">Europe</td></tr>
<tr><td colspan="2">Release Document of Final Assembly:
8130-3 Dual Release</td><td colspan="2">Release Document of Final Assembly:
EASA Form 1 Dual Release</td></tr>
<tr><td colspan="2">Acceptable New Products/Articles:

EASA Form 1 NEW
8130-3 NEW
C of C Standard Parts</td><td colspan="2">Acceptable New Components:

EASA Form 1 NEW
8130-3 NEW
C of C Standard Parts</td></tr>
<tr><td>USED Products/Articles:

Acceptable Used Products/Articles Release Document (input)</td><td>Final Assembly Release document

(output)</td><td>USED Components:

Acceptable Used Components Release Document (input)</td><td>Final Assembly Release document

(output)</td></tr>
<tr><td>8130-3 Single</td><td>8130-3 Single</td><td>Form 1 Single</td><td>Form 1 Single</td></tr>
<tr><td>8130-3 Dual</td><td>8130-3 Dual</td><td>Form 1 Dual</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Dual</td><td>8130-3 Dual</td><td>8130 Dual</td><td>Form 1 Dual</td></tr>
<tr><td>Form 1 Single</td><td>Form 8130-3

(see below U.S.)</td><td>8130 Single</td><td>Form 1

(see below Europe)</td></tr>
</table>

e) Release statements for cases where compliance with both regulatory systems cannot be met (i.e., parts installed with single release, ADs not being complied with).

United States

One or more products/articles were installed with an EASA Form 1 single release, so the final assembly cannot be released with an FAA Form 8130-3 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on an EU-registered aircraft."

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 43.9.

In block 12, the following text should be inserted:

"Certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no._____.

This product/article meets part 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft:"

(List the items)

Europe

One or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with an EASA Form 1 dual release. The final release should be issued with the following statements in the specified blocks. "The final assembly is eligible to be installed only on a US-registered aircraft."

In block 14a, check only the box mentioning "Other regulation specified in block 12." Do not check the box that states compliance to 145.A.50.

In block 12, include the following release statement:

"The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR part 43 and in respect to that work, the items are approved for return to service under certificate no._____.

This product/article meets 145.A.50 requirements, except for the following items, and therefore is **"not"** eligible to be installed on an EU-registered aircraft:"

(List the items)

f) Release Procedure for Components That Are Used Only in an FAA-approved Design (TC/STC).

(1) FAA/EASA Policy. Based on the BASA principles of mutual technical assistance, the FAA and EASA acknowledge the need for an EU AMO to perform maintenance, preventive maintenance, and/or alterations on component parts to be installed on non-EU type-certificated aircraft. The EU-based AMO, under its FAA certificate and ratings, may perform maintenance and/or alteration activities and provide the EASA Form 1 Airworthiness Approval for return to service for the work performed on component parts to be installed on non-EU type-certificated aircraft.

(2) Scope of Maintenance Work Authorized. The authorization/approval to perform maintenance on non-EU type-certificated component parts is limited to the scope of the AMO's EASA ratings and FAA approval based upon compliance with EASA Part-145, except where it is varied by the special conditions specified in the Maintenance Annex Guidance (MAG).

(3) Repair Station. The AMO accountable manager will submit to the responsible AA Inspector, in writing, a request to perform maintenance, preventive maintenance, and/or alterations on the non-EU type-certificated component parts to be installed on U.S.-registered aircraft. The written request must include a revised FAA supplement listing the component parts, the scope of maintenance that will be performed on the parts, including a self-assessment of the following elements: tooling, equipment, data used, training, facilities, qualified personnel, etc.

(4) AA Inspector. The AA Inspector who has oversight responsibility for the AMO will review the request and verify the EASA scope of approval and that the FAA approval supports the maintenance activities requested (i.e., tooling, equipment, data used, training, facilities, qualified personnel) and review the revised FAA supplement containing the listed component parts. Once reviewed and found acceptable to the AA inspector, the AA inspector will forward the FAA accountable manager's request and FAA supplement page listing the component parts to the FAA for acceptance (e-mail to 9-AWA-AVS-AFS-59-NYC-IFO@faa.gov).

(5) FAA Responsible IFO. Upon receipt, the FAA will review the request and associated FAA supplement page listing the parts, and provide, in writing, the acceptance or denial. The FAA will e-mail the repair station's FAA accountable manager of the FAA's decision and will carbon copy the AA Inspector via e-mail.

(6) Release to Service. The AMO's FAA accountable manager (or his/her delegate) will ensure the repair station issues the EASA Form 1 release to service by signing blocks 14b and 14c. The FAA accountable manager (or his/her delegate) will check block 14a, the box stating, "Other regulation specified in Block 12." The AMO's FAA accountable manager (or his/her delegate) will notate in block 12, "Certifies that the work performed in block 11/12 was carried out in accordance with 14 CFR Part 43.9 and, in respect to that work, the component part is considered approved for return to service under FAA Part 145 approval no._____ for installation on US-registered aircraft only. Not for installation on EU-registered aircraft or components of such aircraft."

(7) AA Oversight. The AA Inspector who is assigned oversight responsibility for the AMO will conduct surveillance activities of the non-EU type-certificated component parts when conducting normal oversight for the FAA special conditions.

8. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA. This section should explain the procedures the organization will use to report any serious failures, malfunctions, or defects on a component or part of an aircraft (powerplants, propellers, or appliances) that occur as a result of aircraft/system operation. The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting system online (http://av-info.faa.gov/SDRx/), EASA online reporting system, or in a form and manner acceptable to the FAA containing the information required by 14 CFR part 145, § 145.221 in English.

a) Responsibility. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the FAA.

b) Suspected Unapproved Parts (SUP) Program Reporting Requirements. The SUP reporting requirements section should:

(1) Describe the organization's procedures to report all SUPs. The organization should submit reports to the FAA under the FAA SUP Program as detailed in AC 21-29 (current edition).

(2) In addition, this section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the FAA.

NOTE: EASA Part-145 requirements include SUP reporting requirements under their unairworthy conditions reporting requirements. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in English and can be made available to the FAA upon request. A duplicate copy of the form submitted to the AA must be submitted in

English to the FAA. EASA Part-145.A.60 meets the intent of the SUP program when a copy of the report is forwarded to the FAA Coordinator (IFO) in English.

9. ADDITIONAL OPERATING LOCATIONS.

a) Additional Fixed Locations within EU Member States. If the AMO has additional fixed locations, located in the EU Member States listed in Annex 2, and operating under one AA approval certificate, the sites can operate under one FAA certificate and operation specifications. This section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA Supplement as the parent facility. The procedure must demonstrate how each separate location is under the full control and QAS of the parent facility. The additional fixed locations must be located within an EU Member State listed in Annex 2, Appendix 2, and each location must be listed on FAA Operations Specifications. The AMO must provide the following information for inclusion on the FAA Operation Specifications; the name of the organization, and mailing address including mailing code. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the AA to the FAA when adding or deleting additional fixed locations.

b) Line Station Authorizations. If the AMO has line stations that meet the requirements set forth in the initial certification section, (Section C, Part I, paragraphs 7.5 and 7.6), this section of the supplement must address the procedures the AMO will use to ensure each location operates under the same MOE and FAA supplement as the parent facility. The AMO must also address how it will submit a completed FAA Form 8310-3 (application) through the AA to the FAA when adding or deleting line stations. The procedure must demonstrate how each separate location is under the full control of the parent facility and QAS. The FAA supplement must contain a list of line station authorizations that maintain U.S.-registered aircraft with the details of the operators, as specified in Section C, Part I, paragraph 7.6.

NOTE: EASA uses the term “line stations,” while the FAA uses the term “Line Maintenance Authorization” in relation to 14 CFR part 145. This note is to advise the reader that these terms are synonymous when applied under the terms of the Agreement.

c) Work Away from a Fixed Location. This subsection describes the procedures for conducting work away from the AMO to ensure compliance with the Agreement. The subsection should also state that the AMO is authorized to perform work away from its facilities as specified in this subsection but the performance of such work must not exceed the scope of its FAA rating.

(1) The procedures should address how an AMO will perform work at a place other than its fixed location when the occasion or the need arises, by moving, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the AMO's fixed location must not occur without the appropriate authorization.

(2) If the AMO is required to perform maintenance on a U.S.-registered aircraft or article located within the territory of the United States and operated under 14 CFR parts 121,135, 125, or 91, the AMO must meet the procedures described in Section C, Appendix 1, paragraph 9(d). The AMO must also have procedures in this section of the supplement that describes how the AMO will comply with the U.S. operator's drug and alcohol program.

(3) An AMO may perform work away from its fixed location for a special circumstance or on a recurring basis. If the AMO does not have a written procedure for work away from station, then the AMO must notify the FAA in advance of doing the work. The notification must describe the work to be performed, the date of the work, the customer, and certify to the FAA that the AMO will follow all existing procedures in its current MOE and FAA supplement.

(4) If the AMO has approved procedures in the FAA Supplement, it may be authorized to perform work away from station on a recurring basis. The FAA will issue operations specification D100.

Explanation: An AMO may perform work away from its fixed location on a recurring basis, such as to perform mobile field services. This will allow work away from the AMO's fixed location as a part of everyday business rather than under special circumstances only. Once the AA accepts the work away from station procedures in the FAA supplement to the MOE, the FAA can issue FAA OpSpecs for work away from station. After OpSpecs paragraph D100 is issued there is no requirement for notifying the FAA in advance. Subsection D describes the supplement requirements.

d) This subsection also should describe how work will be accomplished in the same manner as work performed at the AMO's fixed location. The AMO should acknowledge that these procedures apply only to work performed at other locations. This subsection should:

(1) Describe the procedures used to ensure that FAA technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.

(2) Describe the procedures used by the organization to control tools and ensure proper equipment calibration when away from the AMO's fixed location.

(3) Describe how the organization will ensure that records for work performed away from the AMO will be maintained in the same manner as at the AMO's fixed location.

(4) Describe how the organization will ensure that personnel performing work away from the AMO's fixed location will be trained and qualified to perform the required work.

(5) List by title the persons who are authorized to approve an item for return to service when working away from the AMO's fixed location.

(6) List by title the persons responsible for organizing and supervising work away from the AMO's fixed location.

(7) Describe how the organization will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.

(8) State the organization's responsibility to maintain a record of work performed away from the AMO, both within the country and outside the country. Any record of this work should be in English and include:

i) A description of the work performed,

ii) The date and location where the work was performed, and

iii) The work order number (total time in service if required).

(9) Retain these records for 3 years after the performance of the work.

e) An AMO repair station may perform work away from its fixed location for extended periods of time provided it does not establish permanency at the location. The FAA recognizes that this type of operation involves work that may require several months to complete. This type of operation is temporary in nature and must not be used to circumvent obtaining a 14 CFR part 145 certificate at that location. The certificate holder must request this type of operation directly to the FAA. The FAA will evaluate each request on a case-by-case basis.

- The AMO must furnish its own tools and equipment, unless it has procedures for leasing or contracting tools and equipment that comply with the regulations and procedures in the MOE and FAA supplement.

- The request to the FAA must include the aircraft (make/model/series), the project to be accomplished, the duration of the work, the location of the work, and a statement that the temporary facilities are suitable for the AMO's work.

10. CONTRACTING. To be considered a contract maintenance function that requires FAA approval, the repair station must meet both of the following conditions: (1) entering into an agreement with another person or entity (FAA-certificated or non-certificated) to perform maintenance functions on an article; and (2) the repair station chooses to exercise the privileges of its certificate and assumes responsibility for the work performed by the contracted person or entity. An FAA-certificated part 145 repair station may contract an approved maintenance function pertaining to an article to an outside source. (Contracting is sometimes referred to as subcontracting. For the purposes of this section, the term contracting includes subcontracting). There are two elements to the contracting provisions of the MAG.

a) List of Contractors. The FAA accepts EASA Part-145 requirements for the MOE to contain a list of all contractors utilized by the AMO and approved by the AA as part of the MOE. The list contains the name, address, and certificate and rating if applicable. The FAA can accept this practice when the list identifies, by an asterisk or other means of identification, those contractor(s) the AMO will use to support maintenance activities for U.S.-registered aircraft or aeronautical products to be installed on such aircraft. Make the list of contractor(s) available to the FAA in the English language on request.

b) Qualifying and Auditing Contractor. The FAA recognizes EASA Part-145 QAS and requirements to qualify and audit contractors when the QAS includes the FAA Special Conditions. If the AMO's summary of its quality and audit procedures includes a description of inclusion of the FAA Special Conditions, there is no need to provide additional supplement procedures. However, if the AMO elects to have a separate QAS for the FAA Special Conditions, the following procedures should be addressed in the supplement. The following provisions are designed for those AMOs that do not include the FAA Special Conditions in their EASA AA-approved QAS.

(1) Describe those procedures the organization will use to both qualify and audit contractors.

(2) Contracting to Non-FAA-certificated Sources. If the AMO contracts a maintenance function to a non-FAA-certificated source, the AMO must be appropriately rated to perform the work. This section should:

i) Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

ii) Indicate that any non FAA-certificated contractor to which work is contracted must be under the control of the AMO's QAS. Additionally, the AMO must inspect each item on which contracted work has been performed for compliance with this supplement.

iii) Explain that if the AMO cannot determine the quality of contracted work, the work can be contracted only to an FAA-certificated facility that is able to test and/or inspect the work performed and issue an approval for return to service for the work performed. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non-FAA-certificated source.

(3) Contracting to FAA-certificated Facilities. This subsection should:

i) Explain that if the AMO contracts a maintenance function to another organization that is FAA-certificated, the contracted facility performing the maintenance function is responsible for the maintenance function work performed in accordance with 14 CFR part 43 for each item on which it has worked.

ii) Describe the procedures the organization will use to determine that the FAA-certificated organization to which work is contracted is properly certificated to perform that work.

(4) Receiving Inspections. This subsection should:

i) Describe the organization's procedures for inspecting the work performed by a contractor on an item that has been approved for return to service.

ii) Describe the procedures the organization uses to provide technical training for receiving inspection personnel who inspect contracted work.

iii) Explain the procedures the organization will use to ensure that items on which contracted work has been performed are properly processed through the organization's receiving inspection procedures.

iv) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of the contractor's source documentation.

v) Describe the method of recording the contractor's work and the record retention period.

(5) Audits. This subsection should:

i) Describe the procedures the organization uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit.

ii) Describe the procedures the organization will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA.

iii) Describe how contractors are informed of any changes to these manuals and procedures.

11. MAJOR REPAIRS AND MAJOR ALTERATIONS.

a) Automatically Approved Data. All repair design data approved by EASA and/or organizations/persons approved under EASA Part 21 for use on a U.S.-registered aircraft and related articles are considered FAA-approved (FAA Order 8130.2).

b) Procedures. For repair design data that is not automatically approved under the provisions of the TIP, the AMO should describe the procedures to ensure that the major repair and/or alteration data being used to perform work on a U.S. customer's product is approved by the FAA.

c) Describe the Following.

i) Procedures the organization will use to determine when FAA-approved data is required (procedures for determining what is a major repair or a major alteration under both the definition in 14 CFR part 1 and as detailed in 14 CFR part 43, Appendix A).

ii) Procedures for obtaining FAA-approved data for major repairs and/or major alterations; and

iii) Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier).

d) Include procedures the organization will follow to ensure that an English version of FAA Form 337 is provided directly to the FAA when required.

e) Include the title of each person responsible for completing and submitting FAA Form 337 to the FAA.

12. COMPLIANCE WITH U.S. 14 CFR PART 121 AIR CARRIER CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP), 14 CFR PART 135 (10 OR MORE WITH A CAMP), OR 14 CFR PART 125 OPERATOR INSPECTION PROGRAM

a) Procedure. This procedure will describe that the organization will comply with appropriate portions of a U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP) or 14 CFR part 125 operator's manual as provided by that operator and

(1) The procedures the AMOs use to ensure that its personnel have been properly trained and qualified to perform work in accordance with the 14 CFR part 125 operator or 14 CFR part 121 air carrier requirements.

(2) State that the AMO understands that any deviation from the certificate holder's maintenance manuals or supplemental instructions will require documented approval from the 14 CFR part 125 operator or 14 CFR part 121 air carrier.

(3) The AMO's maintenance procedures that are different from the air carrier's CAMP procedure shall be identified in a written agreement between the air carrier and the AMO, and accepted if determined to be equivalent.

NOTE: Under 14 CFR part 145, § 145.205, the AMO is required to comply with the air carrier's CAMP. This requires the AMO to comply with the air carrier's requirements; for example, approval for return to service procedures, parts, tagging, shelf life of expendable materials, tool and equipment calibration intervals, etc., in accordance with the air carrier's CAMP. This is normally accomplished by the air carrier auditing the AMO and providing the AMO with a written agreement accepting the AMO's processes and procedures as meeting or exceeding the air carrier's requirements. It is imperative that the AMO receive and retain copies of the written agreement from the air carrier and have it available for review by the AA or FAA.

(4) If applicable (14 CFR part 125, § 125.71), a 14 CFR part 125 operator is required to have an FAA-approved inspection program (14 CFR part 125, § 125.247). This section should address how the AMO will comply with the 14 CFR part 125 operators' inspection programs, if contracted to do such work. (The AMO will request the operator to provide it with the appropriate section of the inspection program prior to performing the inspection.)

(5) If applicable, describe the aircraft inspection requirements for U.S.-registered aircraft operating under 14 CFR part 91 (§ 91.409 aircraft inspection requirements). This section should describe how the AMO will comply with the operator's requirements. (The AMO will request the operator to provide them with the appropriate section of the inspection program.)

b) Required Inspection Items (RII). This subsection must:

(1) State that RIIs identified in the U.S. Operator's Manual must be accomplished by authorized personnel who are not involved in performing the work on the item to be inspected.

i) The RII-qualified inspectors must work under the quality control system/inspection organization of the AMO.

ii) Under this subsection of the manual, the AMO will state how the separation between maintenance and inspection is managed.

(2) State that the AMO or the maintenance department of the air carrier cannot overrule the findings of the RII-qualified inspector.

(3) Include the organization's procedures to ensure that any person performing RIIs is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

13. COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)

a) To ensure compliance with manufacturers' maintenance manuals or ICA, Supplements should state that the AMO will retain an English language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travellers in a language other than English. The AMO also will establish procedures to ensure that its English language copy of technical data and any internal documents developed from this technical data are current and complete. The AMO must keep an English copy of the technical data at the AMO's main base as identified on the FAA certificate and make it available to the FAA on sampling inspections or investigation.

b) State that all maintenance performed for U.S. air carriers, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for a U.S. air carrier must be recorded on FAA Form 337, or on a work order signed and dated by the AMO. Major alterations performed for anything other than a U.S. air carrier, (i.e., U.S.-registered general aviation aircraft or part 125 aircraft, as described in this sample supplement paragraph 12 above) must be recorded on an FAA

Form 337. EASA Part-145 requires the AMO to follow operators' work orders and manuals; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in English and can be made available to the FAA upon request. However, any deviation from procedures as stated above in paragraph 13 must be addressed in this section to show compliance with FAA-approved data.

c) FAA Airworthiness Directives (AD). The FAA AD section will:

(1) Explain how the organization will ensure it will comply with all FAA ADs applicable to the work performed.

(2) State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.

(3) List by title each person responsible for compliance with these requirements.

(4) Include AMO procedures to ensure customer approval/request of the performance of applicable ADs. If the organization does not comply with an applicable AD, record its non-compliance in the item's maintenance records. This section should describe how this information would be recorded and transmitted to the customer.

14. QUALIFICATIONS OF PERSONNEL. The personnel requirements section will include the following:

a) The name, title, telephone number, and e-mail address (if available) of the person who will act as the liaison between the organization and the AA. This liaison will ensure compliance with the provisions of the supplement.

b) The procedures the organization uses to ensure that its personnel have been properly trained and qualified to perform work in accordance with the customer or air carrier requirements (procedures such as RII). It is the responsibility of the repair station to assure that these requirements are met.

c) The procedures the organization uses to ensure that its employees, contractors, and subcontractors have received initial and recurrent training in the transportation of dangerous goods in accordance with ICAO standards. This requirement is applicable if the AMO is involved with the transportation of dangerous goods, including shipping and receiving of such items. If the AMO is involved in the loading of dangerous goods on a U.S. air carrier's aircraft, the AMO's employees must be trained in accordance with the air carrier's hazardous materials training program.

d) The procedures the organization will use to ensure that the following personnel can read, write, and understand English:

(1) Those approving an aeronautical product for return to service; and

(2) Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft or article to be installed on a U.S.-registered aircraft.

15. FORMS. The forms section should include copies of all forms referred to in the supplement, (e.g., EASA Form 1, FAA Form 8010-4, FAA Form 337), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the supplement or to other English language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

Appendix 2, Pre-application Statement of Intent Form 8400-6

FAA Form 8400-6 may be found at the following Web site:

http://www.faa.gov/forms

Appendix 3, Application for Repair Station Certificate and/or Rating Form 8310-3

FAA Form 8310-3 may be found at the following Web site:

http://www.faa.gov/forms

Appendix 4 FAA SAS Vitals Information

SAS VITALS INFORMATION

A. Air Agency

1. Air Agency Name:_____

2. If applicable, “doing business as” (DBA):_____

3. Physical Location:

(a) Address to include street, city, postal code, and country:_____

_____

(b) Mailing address, if different from above:_____

_____

4. AA/EASA approval number:_____

5. Business phone number:_____

6. Fax number:_____

7. E-mail address (Accountable Manager), if possible:_____

B. FAA Accountable Manager

1. Name:_____

2. Title:_____

3. Address to include street, city, postal code, and country:

_____

4. Business phone number:_____

5. Fax number:_____

6. E-mail address, if available:_____

C. Company Liaison to the FAA (Quality Manager)

1. Name:_____
2. Title:_____
3. Business phone number:_____
4. Fax number:_____
5. E-mail address, if available:_____

D. Personnel

1. Number of EASA certifying staff:_____
2. Number of EASA non-certifying staff:_____
3. Number of total employees (in support of the repair station):_____
4. Update copy of EASA certificate and scope of approval.
5. Maintenance Organisation Exposition (MOE), relevant pages pertaining to the change.

MAINTENANCE ANNEX GUIDANCE

BETWEEN THE

FEDERAL AVIATION ADMINISTRATION

for the UNITED STATES OF AMERICA

AND THE

EUROPEAN UNION AVIATION SAFETY AGENCY

for the EUROPEAN UNION

Section D - Authority

Section D - Authority

The FAA and the EASA agree to the provisions of this Maintenance Annex Guidance as indicated by the signature of their duly authorized representatives. This Maintenance Annex Guidance enters into force 90 days after the date of last signature.

Federal Aviation Administration
Department of Transportation
United States of America

10/25/2019

Robert Ruiz Date
Deputy Director
Safety Standards
Flight Standards Service

European Union Aviation Safety Agency
European Union

Jesper Rasmussen Date
Flight Standards Director
23/10-19